

CITY OF WHITE HOUSE
Board of Mayor and Aldermen Agenda
January 15, 2009
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer/Pledge
3. Roll Call
4. Adoption of the Agenda
5. Approval of Minutes of December 18, 2008 Meeting
6. Welcome Visitors
 - a. Priscilla Nash and Girl Scout Troop 1160 plan to present information on volunteer programs.
7. Public Hearings
 - a. **Resolution 09-01** – An ordinance opting out of any extension of hours for the sale of intoxicating liquors.
 - b. **Ordinance 08-26** – An ordinance amending the Zoning Map relative to Robertson County Tax Map 117D, Group B, Parcel 5.00 for 3.04 acres from C-2, General Commercial to Neighborhood Center Residential Planned Unit Development and preliminary Master Plan approval for a 40 unit multi-family project. **Second Reading.**
 - c. **Ordinance 08-27** – An ordinance amending the Commercial Design Standards, Lighting, and Utilities Standards regarding architectural decorative lighting. **Second Reading.**
 - d. **Ordinance 08-28** – An ordinance repealing the prohibition of intoxicating liquor sales on premise and adopting a privilege tax on the retail sale of alcoholic beverages for consumption on the premise. **Second Reading.**
 - e. **Ordinance 08-29** – An ordinance amending the Municipal Code, Title 8, Chapter 2 Beer, Section 208. **Second Reading.**
8. Communications from Mayor, Aldermen and City Administrator
 - a. Mayor recognizes Streets and Roads Personnel
9. Acknowledge Reports
 - A. General Government
 - B. Police
 - C. Fire
 - D. Public Works
 - E. Wastewater
 - F. Planning and Codes
 - G. Parks
 - H. Library
 - I. Engineering
 - J. Court Clerk
 - K. Monthly Financial Summary

10. New Business

A. Consideration of the following resolutions:

1. **Resolution 09-01** – A resolution opting out of any extension of hours for sale of intoxicating liquors.
2. **Resolution 09-02** – A resolution approving certain amendments and revisions to the Personnel Manual.

B. Consideration of the following ordinances:

1. **Ordinance 08-26** – An ordinance amending the Zoning Map relative to Robertson County Tax Map 117D, Group B, Parcel 5.00 for 3.04 acres from C-2, General Commercial to Neighborhood Center Residential Planned Unit Development and preliminary Master Plan approval for a 40 unit multi-family project. **Second Reading.**
2. **Ordinance 08-27** – An ordinance amending the Commercial Design Standards, Lighting, and Utilities Standards regarding architectural decorative lighting. **Second Reading.**
3. **Ordinance 08-28** – An ordinance repealing the prohibition of intoxicating liquor sales on premise and adopting a privilege tax on the retail sale of alcoholic beverages for consumption on the premise. **Second Reading.**
4. **Ordinance 08-29** – An ordinance amending the Municipal Code, Title 8, Chapter 2 Beer, Section 208. **Second Reading.**
5. **Ordinance 09-01** – An ordinance amending the fiscal budget for the period ending June 30, 2009. **First Reading.**

C. Finance

1. Board approval of the purchase of a 2009 Dodge Ram 2500, 4WD, extended cab pick-up truck to be used as the Facility Maintenance truck for the Public Works Department.
2. Board approval of the purchase of a 2009 Dodge Ram 2500 4WD, extended cab pick-up truck to be used as a Streets & Roads vehicle for the Public Works Department.
3. Board approval to use Dotson Concrete to replace the outdoor basketball courts at the City Park.
4. Board approval of the purchase of a Dodge 2500 Crew Cab truck to be used by the Parks Department.
5. Board approval of the purchase of a Supervisory Control and Data Acquisition (SCADA) System for the Wastewater Department.

D. Other Business

1. Board approval of Street Acceptance for the Greystone Subdivision – Phase 2.

11. Adjournment

CITY OF WHITE HOUSE
Minutes
Board of Mayor and Aldermen Meeting
December 18, 2008
7:00 p.m.

1. Call to Order by the Mayor
Mayor Decker called the meeting to order at 7:00 pm.
2. Prayer/Pledge
Prayer and Pledge to the American Flag by Alderman Leftwich
3. Roll Call
Ald. Arnold – Present; Ald. Bibb – Present; Ald. Bracey – Present; Ald. Leftwich – Present, Mayor Decker – Present. **Quorum Present.**
4. Adoption of the Agenda
Motion was made by Ald. Arnold second by Ald. Bracey to adopt the agenda. A voice vote was called for with all members voting aye. **Agenda adopted.**
5. Approval of Minutes of November 20, 2008 Meeting
Motion was made by Ald. Bibb, second by Ald Leftwich to approve. A voice vote was called for with all members voting aye. **November 20, 2008 minutes approved.**
6. Welcome Visitors
7. Public Hearings
 1. **Ordinance 08-22** – An ordinance amending the Municipal Code, Title 18, Chapter 3 Sewer Rates, Fees and Charges. **Second Reading. No one spoke for or against.**
 2. **Ordinance 08-23** – An ordinance amending the Municipal Code, Title 7, Chapter 2, Fire Code. **Second Reading. AMENDED. No one spoke for or against.**
 3. **Ordinance 08-24** – An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board, Section 2-105. **Second Reading. No one spoke for or against.**
 4. **Ordinance 08-25** – An ordinance amending the zoning map relative to Robertson County Tax Map 95, Parcels 64 and 65 from C-1, Central Business District to Neighborhood Center Residential Planned Unit Development and preliminary Master Plan approval for 204 Multi-family apartment units on 16.42 acres. (Bent Creek Apartments). **Second Reading. No one spoke for or against.**

8. Communications from Mayor, Aldermen and City Administrator
 - a. Mayor recognized Ald. Darrell Leftwich's last night and expressed his appreciation of Ald. Leftwich's 10 years of service. All of the board members and Ms. Carrier expressed their gratitude for Ald. Leftwich's service. Ald. Leftwich thanked former mayor Billy Hobbs for getting him into public service and Bill Thompson for all of his work on the Planning Commission, along with thanking all of the current members of the board.
 - b. Mayor recognized Parks Maintenance Personnel
 - c. Mayor recognized Sgt. Eric Enck for his dedication and service to the City, as a citizen called to praise Sgt. Enck for going above and beyond in helping him.

9. Acknowledge Reports

- | | | |
|-----------------------|-----------------------|------------------------------|
| A. General Government | E. Wastewater | I. Engineering |
| B. Police | F. Planning and Codes | J. Court Clerk |
| C. Fire | G. Parks | K. Monthly Financial Summary |
| D. Public Works | H. Library | |

Motion was made by Ald. Bibb, second by Ald. Bracey to acknowledge reports and order them filed. A voice vote was called for with all members voting aye.

10. New Business

B. Consideration of the following ordinances:

1. **Ordinance 08-22** – An ordinance amending the Municipal Code, Title 18, Chapter 3 Sewer Rates, Fees and Charges. **Second Reading.**
Motion was made by Ald Leftwich, second by Ald. Bibb, to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Leftwich - aye; Mayor Decker – aye. **Ordinance 08-22 approved on second and final reading.**
2. **Ordinance 08-23** – An ordinance amending the Municipal Code, Title 7, Chapter 2, Fire Code. **Second Reading. AMENDED.**
Motion was made by Ald. Bibb, second by Ald. Leftwich, to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Leftwich - aye; Mayor Decker – aye. **Ordinance 08-23 approved on second and final reading.**
3. **Ordinance 08-24** – An ordinance amending the Municipal Code, Title 2, Chapter 1, Leisure Services Board, Section 2-105. **Second Reading.**
Motion was made by Ald. Arnold, second by Ald. Bracey, to approve. Roll call: Ald. Arnold – aye; Ald. Bibb – aye; Ald. Bracey – aye; Ald. Leftwich - aye; Mayor Decker – aye. **Ordinance 08-24 approved on second and final reading.**
4. **Ordinance 08-25** – An ordinance amending the zoning map relative to Robertson County Tax Map 95, Parcels 64 and 65 from C-1, Central Business District to Neighborhood Center Residential Planned Unit Development and preliminary Master Plan approval for 204 Multi-family apartment units on 16.42 acres. (Bent Creek Apartments). **Second Reading.**
Motion was made by Ald Arnold, second by Ald. Leftwich, to approve. Ald. Bibb stated that he is a resident of the neighborhood and does not believe this project would be a fit. Ald. Bracey stated that he had concerns regarding wastewater capacity. Roll call: Ald.

Arnold – aye; Ald. Bibb – nay; Ald. Bracey – nay; Ald. Leftwich - aye; Mayor Decker – aye. **Ordinance 08-25 approved on second and final reading.**

5. **Ordinance 08-26** – An ordinance amending the Zoning Map relative to Robertson County Tax Map 117D, Group B, Parcel 5.00 for 3.04 acres from C-2, General Commercial to Neighborhood Center Residential Planned Unit Development and preliminary Master Plan approval for a 40 unit multi-family project. **First Reading.** Motion was made by Ald. Leftwich, second by ald. Bracey to approve. Ald. Bibb stated that he was concerned with using prime commercial land for apartments and believes the decision is premature. A voice vote was called for with Ald. Bracey, Ald. Leftwich and Mayor Decker voting aye. Ald. Arnold and Ald. Bibb voted nay. **Ordinance 08-26 approved on first reading.**
6. **Ordinance 08-27** – An ordinance amending the Commercial Design Standards, Lighting, and Utilities Standards regarding architectural decorative lighting. **First Reading.** Motion was made by Ald. Leftwich, second by Ald Bibb to approve. A voice vote was called for with all members voting aye. **Ordinance 08-27 approved on first reading.**
7. **Ordinance 08-28** – An ordinance repealing the prohibition of intoxicating liquor sales on premise and adopting a privilege tax on the retail sale of alcoholic beverages for consumption on the premise. **First Reading.** Motion was made by Ald Arnold, second by Ald. Bibb to approve. A voice vote was called for with Ald. Arnold, Ald. Bibb, Ald. Bracey and Mayor Decker voting aye. Ald. Leftwich abstained from the vote. **Ordinance 08-28 approved on first reading.**
8. **Ordinance 08-29** – An ordinance amending the Municipal Code, Title 8, Chapter 2 Beer, Section 208. **First Reading.** Motion was made by Ald. Bibb, second by Ald. Bracey to approve. A voice vote was called for with Ald. Arnold, Ald. Bibb, Ald. Bracey and Mayor Decker voting aye. Ald. Leftwich abstained from the vote. **Ordinance 08-29 approved on first reading.**

C. Finance

1. Board approval of the purchase of a 2009 Dodge Ram 2500, 4WD, extended cab pick-up truck to be used as the Facility Maintenance truck for the Public Works Department. Motion was made by Ald. Arnold, second by Ald. Bibb to defer for 30 days. A voice vote was called for with all members voting aye. **Deferred for 30 days.**
2. Board approval of the purchase of a 2009 Dodge Ram 2500 4WD, extended cab pick-up truck to be used as a Streets & Roads vehicle for the Public Works Department. Motion was made by Ald. Arnold, second by Ald. Bibb to defer for 30 days. A voice vote was called for with all members voting aye. **Deferred for 30 days.**

3. Board approval for the Public Works Department to use Southeast Electric as the vendor for the Decorative Street Light Maintenance.
Motion was made by Ald. Bracey, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Southeast Electric approved as vendor for the Decorative Street Light Maintenance.**
4. Board approval to use Dotson Concrete to replace the outdoor basketball courts at the City Park.
Motion was made by Ald. Arnold, second by Ald. Bracey to defer for 30 days. A voice vote was called for with all members voting aye.
Deferred for 30 days.
5. Board approval of the purchase of a Dodge 2500 Crew Cab truck to be used by the Parks Department.
Motion was made by Ald. Arnold, second by Ald. Bibb to defer for 30 days. A voice vote was called for with all members voting aye. **Deferred for 30 days.**
6. Board approval of change order for the Fire Department.
Motion was made by Mayor Decker, second by Ald. Bibb, to approve on the condition that Ald. Arnold research a price per square foot and offer that amount as a fair price for the work that was completed. A voice vote was called for with all members voting aye.
The change order for the Fire Department was approved with conditions.

D. Other Business

1. Board approval of mayoral appointments to the Beer Board, Board of Zoning Appeals and Planning Commission.
Motion was made by Ald. Leftwich, second by Ald. Arnold to approve the following appointments: Ald. Farris Bibb – Beer Board
Ald. Clif Hutson – Planning Commission
Ald. Mike Arnold – Board of Zoning Appeals
All appointments were approved.

11. Adjournment

Motion was made by Ald. Bibb to adjourn at 8:35 p.m.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

December 30, 2008

MEMORANDUM

To: Board of Mayor & Aldermen

From: John Grubbs – HR Director

Re: Employee Recognition – Equipment Operators and Maintenance Workers/Streets

Distinguishing features of work:

***Streets Maintenance Worker:** Performs public works maintenance including driving non – CDL dump truck with trailer, cleans and performs minor service to assigned vehicles; does signing work; assists in construction and maintenance work using pavement breaker and tamper, pipe cutters, and other tools and equipment requiring similar skill level.*

***Streets Equipment Operator:** Performs public works maintenance including driving non – CDL dump truck with trailer, cleans and performs minor service to assigned vehicles; does signing work; assists in construction and maintenance work using pavement breaker and tamper, pipe cutters, and other tools and equipment requiring similar skill level.*

These classifications of employee are two of the low-profile, yet crucial, positions within the functions of the City's daily services that are provided to its citizens. Often seen working on ditch lines and repairing our road surface potholes, signs, and salting roads during inclement weather. Currently the City maintains over 50 miles of roads. These positions are integral to providing a safe environment in which we travel.

These positions also assist the Sanitation section of Public Works whenever needed, aiding in providing our community refuse removal and disposal.

We would like to recognize and thank those persons who perform these duties diligently and without fanfare each day to make our City a safe place to drive.

Our Streets and Personnel of Public works are:

Warren Garrett
Derek Gregory
Terry Johns
Stewart Hilton

Supervisor – Sanitation/Streets and Roads
Equipment Operator I
Equipment Operator II
Maintenance Worker

REPORTS . . .

**City of White House
General Government Department
Monthly Report of December 2008**

Administration

December was filled with holiday cheer. The City Recorder worked in city hall and outside to make everything beautiful for the holiday season. The Fourth Annual Holiday Extravaganza was a great success. Vice-Mayor Bibb was wonderful in reading 'Twas the Night Before Christmas'. The choirs from Woodall and HB Williams were great. The event was well attended and everyone seemed to enjoy the heaters that were purchased for the extra cold temperatures.

The City Administrator worked with the fire department as well as Kline Swinney to complete the punch list for substantial completion of the new fire department as well as review requested change orders.

There were several ribbon cuttings this month and those that were attended by the City Administrator were: The Little Clinic, located in Kroger, The Sign Shop, and Denton Heating and Cooling. The City Administrator also attended the Sumner County Joint Economic and Community Development Board, attended the bond closing for the city's refinancing of its variable rate bonds, the Forward Sumner Retail and Marketing Committee meeting hosted in Portland and the Forward Sumner Governor's Luncheon at the Bluegrass Country Club.

The City Administrator was appointed to the YMCA Steering Committee and the first meeting was held this month to begin planning stages for the existence of a YMCA in White House. The City Administrator gave a presentation this month at the Middle Tennessee City Managers Meeting held in Brentwood. She presented how the legislative process would be handled within the organization.

Staff prepared and held the new Alderman orientation for Clif Hutson. Gary Jaeckel of MTAS discussed the form of government, the sunshine law and issues with conflicts of interest with Alderman Hutson. Staff then presented the overview of their respective responsibilities within their department, financial overview of the City, and upcoming projects.

Below are some items that staff will begin tracking for your information and additional services that will be provided on the website:

Website Management		
	December 2008	FY 2008-2009
Number of Internal requests for website updates	13	73
Users	*	*

The City Recorder has updated the website to help give the public more information about City meetings. Agendas and minutes will be placed on the website for all City board meetings under the archive section. Previously only the Board of Mayor and Aldermen agenda, agenda packets and minutes were posted.

The City Recorder has also added another category of the Notify Me section on the website. In this section, users can sign up to get notifications on when the Board of Mayor and Aldermen agenda and packet are ready, Parks and Recreation information, Bid Information, etc. This service has now been expanded so users can sign-up to get notification that the new edition of the City's newsletter is available online.

*In addition the city recorder is working with our website provider, Civics Plus to generate reports on what pages are most interesting to users and to gather information on the number of users each month.

**City of White House
Finance Department
Monthly Report of December 2008**

Finance Section

Property Tax activity picked up considerably during the month of December, however payments from mortgage companies seem to be coming in later than usual. 26% of the total taxes had been paid at the close of the month, with the majority of that activity coming from Sumner County parcels. Robertson County parcels are lagging significantly behind where they were at this point last year. At the end of December 07, 49% of the Robertson County taxes had been paid, while at the end of December 08, only 21% of the Robertson County taxes have been paid. This is a concerning trend since the majority of the City's tax base is in Robertson County. Property tax receipts will continue to be closely monitored over the next couple of months in an attempt to determine if this trend is indicative of a higher delinquency rate, or if it is just indicative of a slower payment flow than normal.

Staff members from our audit firm, Work & Greer, returned during December and spent approximately two weeks on field work. Finance staff devoted a great deal of time to providing requested information during this period. The audit was not completed by the December 31 deadline, and work will continue into the month of January.

The Finance Director participated in the New Alderman Orientation, and the bond closing during the month of December.

December brought the final draw on the Series Z-5-C Bonds in the amount of \$173,267.79. This final draw was made in order to close out activity on this bond before the refunding issuance occurred. The final draw brings the total drawn on requisition to \$2,846,362.88.

December closed the second reporting quarter for our SAFER grant which funds the new firefighter positions. This was the first reporting quarter in which we could request reimbursement and the total of eligible expenditures was \$62,222.06. The total amount of reimbursement available over the life of the grant is \$603,807.00.

Performance Measures

Payroll

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular 1 longevity	13 paper checks 237 direct deposit	1 retroactive rate adj. 1 adj. for improper deductions	None

Accounts Payable

December FY

Total Invoices Processed 276 1,965

Call and Counter Logs (The Finance Department serves as the switchboard for the main city phone, as well as general reception for citizens visiting the building. The following log will be included in future months showing total number of calls answered, and customers assisted in person, and gives a breakdown of the nature of their business with the City, a more detailed breakdown will be listed for those conducting business with the Finance Department.)

	Finance	Admin.	Planning /Codes	HR	Parks	Police	Public Works	Waste Water	Gen City Info	Gen Non-City Info	County Info	Total
Calls	336	27	40	27	83	6	13	15	65	33	20	665
Customers	165	3	1	5	4	1	0	6	8	3	13	209

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	9	21	117	104	73	12	336
Customers	0	15	90	58	1	1	165

Purchase Orders

Codes	8	\$825.63
Fire	16	\$166,611.60
Police	17	\$12,939.55
Human Resources	3	\$363.99
Engineering	2	\$11,575.00
Administration	6	\$1,194.52
Finance	3	\$803.87
Court	1	\$23.85
Library	5	\$378.30
Waste Water	22	\$16,500.50
Public Works	17	\$7,349.97
Sanitation	4	\$416.19
Parks	34	\$11,248.46
Bldg. Maintenance	0	\$0.00
Cemetery	8	\$640.63
Total	146	\$230,872.06
Void	9	

	NUMBER OF PO'S	Value of PO's
PURCHASE ORDERS \$0-\$999	133	\$28,532.97
PURCHASE ORDERS \$1000-\$9999	12	\$39,013.29
PURCHASE ORDERS OVER \$10,000	1	\$163,325.80
Total	146	\$230,872.06

Emergency Purchase Orders

<u>Number</u>	<u>Vendor</u>	<u>Items</u>	<u>Amount</u>	<u>Nature of Emergency</u>	<u>Department</u>
12423E	Wascon	Electrical work	\$4,201.38	Short in wiring at WW Bldg resulting in fires	Wastewater

Business License Activity

<u>Opened</u>	<u>Closed</u>	
8	5	
<u>Cumulative Information</u>		
<u>Class</u>	<u>Total Licenses</u>	<u>Delinquencies</u>
1	21	13
2	124	46
3	237	111
4	179	90
Total	561	260
Delinquency Rate		46%

Municipal Court – Citations disposed either through court or payment

Description	Total Charges
Child Restraint 4-15	1
Financial Responsibility Law	4
Improper Equipment	3
Improper Tag/Registration	26
No Drivers License on Person	4
Proof of Insurance	16
Seat Belt 16-17 (1 st Offense)	2
Seat Belt Violation	22
Skate Boarding	2
Speeding	85
Stop Sign Traffic Control Device	9
Traffic Light Violation	5
Violation Window Tint Law	1
Total	180

December 08 Monthly Report

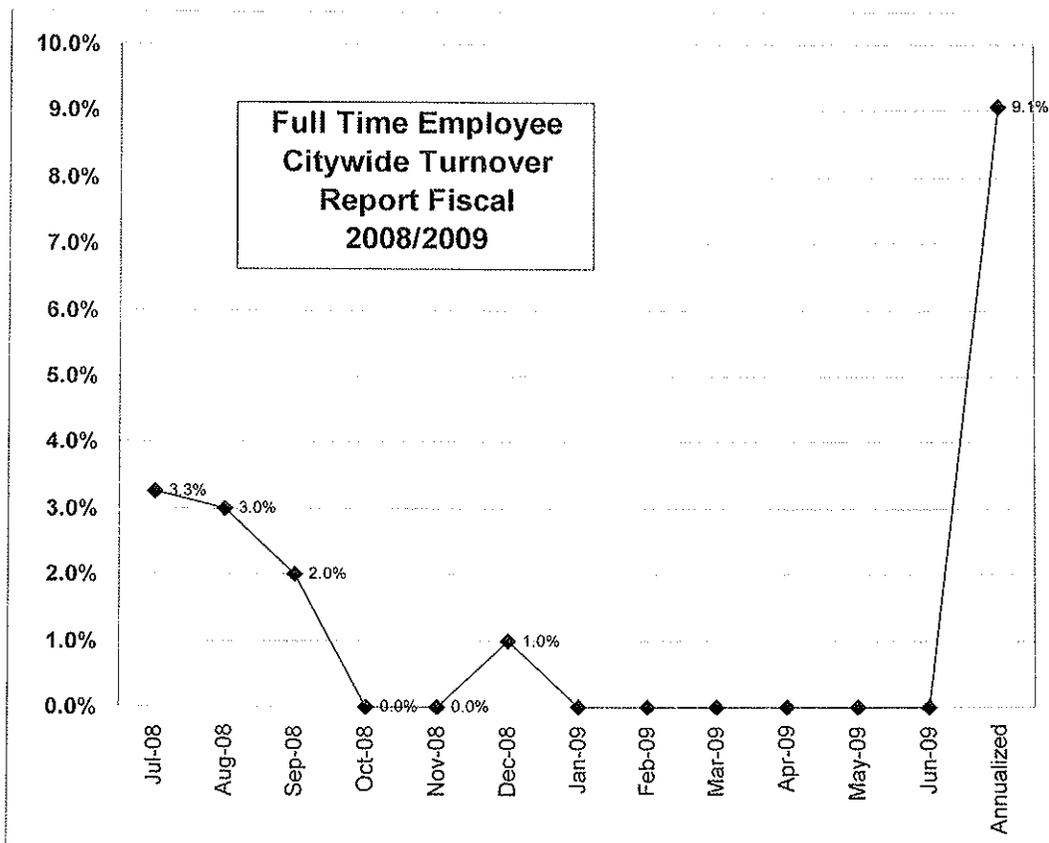
Human Resources:

- Continued communication with third party administration of partially self-funded health plan
- Assisted departments with worker compensation and safety needs
- Assisted departments with disciplinary issues
- Continued file auditing for compliance
- Facilitated annual online Sexual Harassment Training for employees
- Began facilitation of Workplace Violence committee
- Continued construction of HR based Key Performance Indicators

Key Performance Indicators (Performance Measurements)

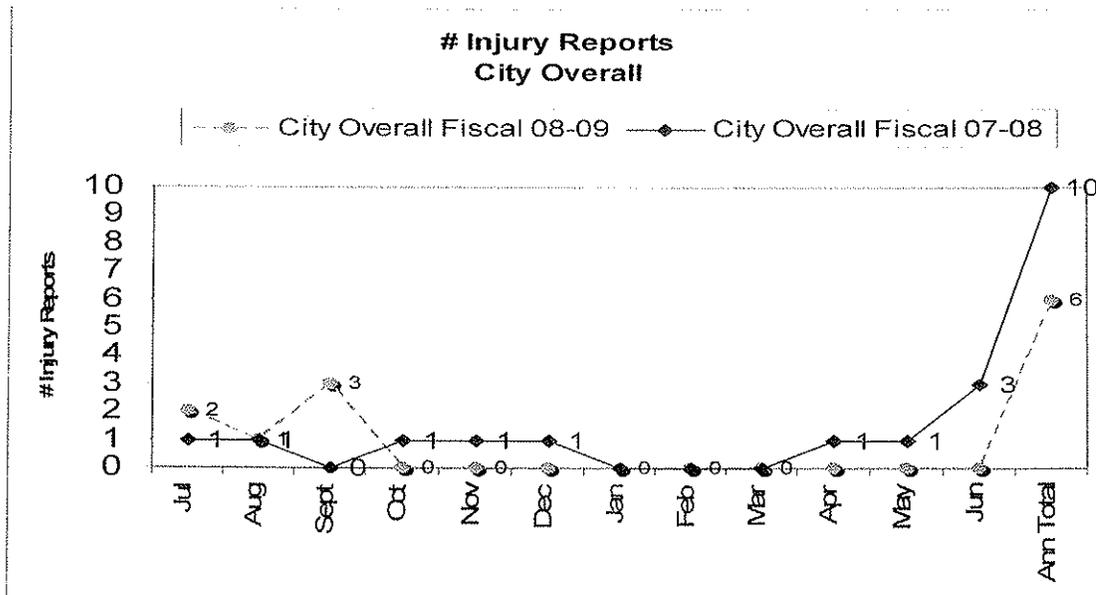
Citywide Turnover

- Turnover overall for month of December for Full Time Employees was 1%
- Year to Date Turnover for Full Time Employees is annualized at 9.1% for Fiscal 08-09
- Highest Turnover departments YTD:
 - Police: 25% Annualized YTD (77.78% of overall City turnover)
 - Wastewater: 18.2% Annualized YTD (22.22% of overall City turnover)



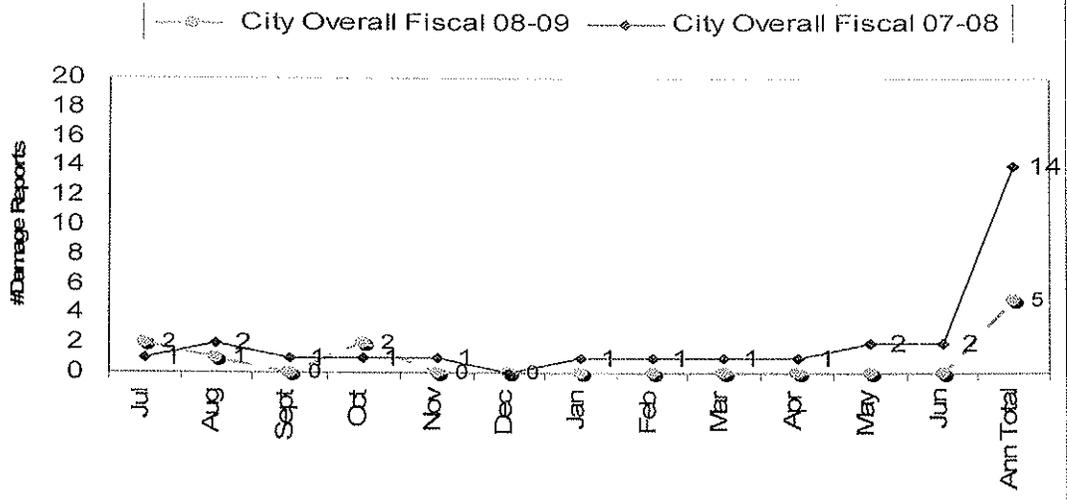
Safety

- Accidents resulting in injury in December were **0**, down from December 2007 (**1**)
- Total accidents resulting in injury YTD are **6**, up from **5** YTD last year; last year's overall total was **10**.
- The departments with the highest total of injury accidents for Fiscal 2008-09 are:
 - Police (4), resulting in 66.67% of overall injury accidents
 - Parks (1), resulting in 16.67% of overall accidents
 - Fire (1), resulting in 16.67% of overall accidents



- Vehicle/Property damage claims for the Month of December are **0**.
- Vehicle/Property damage claims resulting in damage to City or Other Vehicle or Property total **5** YTD, down from **6** YTD 2007-08; last year's overall total was **14**.
- The departments with the highest total of damage claims relating to vehicle and/or property are:
 - Public Works (2), resulting in 40% of overall claims
 - Wastewater, Police and Parks (1 each), each resulting in 20% respectively

Property/Vehicle Damage Reports City Overall



City of White House
Police Department
Monthly Report
December 2008

Departmental Highlights

- The computerized records management program is becoming a valuable tool. The entire department is involved in the program. We are not ready to go completely paperless but we have reduced the amount of paper and printer ink that we have needed in the past to copy reports. Also, we are collecting data relevant to other duties that we have been doing, but not reporting very effectively. This data will be reflected in the monthly progress reports in the future.
- Officer Bob Parks successfully completed *Basic Police School Class 1393* on December 18, 2008 from the Tennessee Law Enforcement Training Academy.
- We provided traffic control and security for the Christmas Parade and Celebration.
- Chief Herman was elected as Vice-President of the Executive Board of the Tennessee Crime Prevention Coalition. The Executive Board is made up of three sheriffs and three chiefs of police (one from each of the three Grand Divisions in Tennessee).
- All of our sworn police officers met the mandatory 40 hours of in-service training required by the State of Tennessee, Peace Officer Standards and Training Commission.
- Fifteen policies have been updated and will go into effect January 5th. Policies are being revised to meet accreditation standards.

Crime in the City

	December 2007	December 2008	Percent Change	Total 2007	Total 2008	Percent Change
<i>Serious Crime Reported</i>					*	*
Crimes Against Persons	9	17	+89%	102		
Crimes Against Property	26	22	-15%	204		
Crimes Against Society	45	10	-78%	432		
<i>Minor Crime Reported</i>	49	30	-15%	270		
<i>Traffic Crashes Reported</i>	21	28	+25%	252		

*Will begin reporting next month.

Protecting Persons and Property

	December 2007	December 2008	Percent Change	Total 2007	Total 2008	Percent Change
Arrest Criminals	57	41	-28%	758	586	-23%
Enforce Traffic Laws						
Written Citations	191	194	+2%	3,212	2,380	-26%
Written Warnings		12				
Residential Patrols	827	817	-1%	6,454	10,247	+63%
Business Checks	1,636	1,573	-4%	11,238	17,687	+64%
Extra Patrols	243	407	+60%	1,698	4,304	+39%
Property Watches	37	11	-70%	160	242	+66%
Assist Motorists	17	18	+6%	269	205	-24%

Communications Section

	December 2007	December 2008	Percent Change	Total 2007	Total 2008	Percent Change
Calls for Service	971	1,023	+5%	*	12,330	
911 Calls	41	122	+197%	581	725	+25%
Alarm Calls	25	42	+68%	427	480	+12%

*Not accurately recorded until July 2007

Animal Control

	December 2007	December 2008	Percent Change	Total 2007	Total 2008	Percent Change
Complaint Calls	*					
Animal Contacts						
Returned to Owner						
Sent to County Impound						
Adopted						
Boarding Days						
Animal Bite Incidents						
Traps Set						

*New data to be collected starting January 2009.

Staffing

The police department is authorized 28 full-time and two part-time employees. Currently we are down one full-time police officer position and one Dispatcher Supervisor position. Holly Ward resigned her position as Dispatcher Supervisor on December 24, 2008.

Sergeant Jim Ring has completed backgrounds on the top candidates for police officer and interviews will be conducted in January. Also, we will be advertising to accept applications to fill the Dispatcher Supervisor position.

Zone Patrol

Beginning January 1, 2009 the Police Department will launch a new strategy to patrol that is more in-line with community policing ideology that if used effectively has proven to enhance community relations and reduce crime. Our challenge is to keep crime statistics, particularly crimes against persons and property, from escalating in a growing community.

The City has been divided into three Zones. Zone 1 is our northern section of State Route 76, east and west to the northern border. Zone 2 is our southern section of State Route 76, east and west to our southern border. Zone 3 is our City property to include government buildings, City parks, the greenway, and cemetery. The goal is to have one officer from each of the four road patrol squads assigned to each of the three zones with a supervisor as backup for all three zones. We are going to use Reserve Officers to assist us with Zone 3 coverage. This will be difficult with staffing shortages, training, vacations, etc but we will do our best. We will be tracking and reporting how well we are able to accomplish this new strategy in future reports.

Training

In the month of December, police officers completed 256 hours of in-service training. In future reports we will document our progress in meeting the State's minimum 40 hours along with highlighting other departmental personnel training.

Capital Projects

Completed Projects:

Digital Recording Device for one of the K-9 vehicles
Police Records System Software

Pending Projects:

Audio/Visual Equipment for Training Room (Presently in the installation stage).

City of White House Fire Department Monthly Report for December 2008

Summary of Month's Activities

The Department responded to 82 requests for service during the month with 55 responses being medical emergencies. The department also responded to a grass fire on I-65 and assisted the Cross Plains Fire Department extinguish the fire. The responses to hazardous materials incidents were fuel spills at local gas stations. Fire Department personnel contained the spills and there wasn't any damage to the property or the environment reported.

Fire Station 2 Update:

The project Architect, Codes Department, and Fire Department personnel have completed punch lists on the building and grounds. The contractor is working at this time to complete the building punch lists to reach the substantial completion stage of the project.

Update on the Department's Goals and Objectives

- Organize a Fire Corps Program by February 1st, 2008 **(This project is currently being worked on)**
- Update our Emergency Operations Plan to include changes in contact information and utilize the FIRE Corps Program to assist in the compiling of local resources to add to the EOP by November 30th, 2008 **(This project is currently being worked on)**
- Complete the annual apparatus fire pump testing by December 1st, 2008 **(This project is currently being worked on)**
- Organize a State Fire Academy Basic Firefighter course to be taught at station 2 by April 30th, 2009
- Send two firefighters to the State Fire Academy fire officer I course by June 1st, 2009. **(This project is currently being worked on)**

Departmental Highlight

The highlight for the month involves the department's involvement in a State-wide mutual-aid plan. Through the Tennessee Fire Chiefs Association and MTAS a plan has been developed and at this time we are compiling the lists of equipment and manpower available throughout the state. The program utilizes a computer based software that can request the needed resources starting with those nearest to the incident and then spreading outward until the need is filled. With this system in place a large number of resources can be pooled together in a short period of time to assist cities and counties with natural disasters and incidents too large for the local agency to handle.

Department Cost Saving Report

The cost savings for the month is again associated with the new fire station and the installation and termination of cable TV, computer, and telephone cables. Terminations and the installation of a termination rack system in the IT room have been completed to prepare for the phone system and cable TV service to the new fire station. This work performed is a substantial savings (\$800.00) because an outside contractor was not required to complete the work.

Monthly Performance Indicators

Incident Responses

Structure Fires	0	Emergency Medical Responses	55
Cooking/Electrical Fires	0	Vehicle Accidents(general cleanup)	4
Vehicle Fires	0	Rescue	0
Grass, Brush, Trash, Fires	1	False Alarms/Calls	12
Hazmat	4	Assist other Governmental Agency	2
Other Calls	4	Total Responses for the Month	82
		Total Responses Year to Date	906

Fire Fighter Training

Total Training Man-hours for the Month	256.5	Total Training Man-hours Year to Date	4121.5
--	-------	---------------------------------------	--------

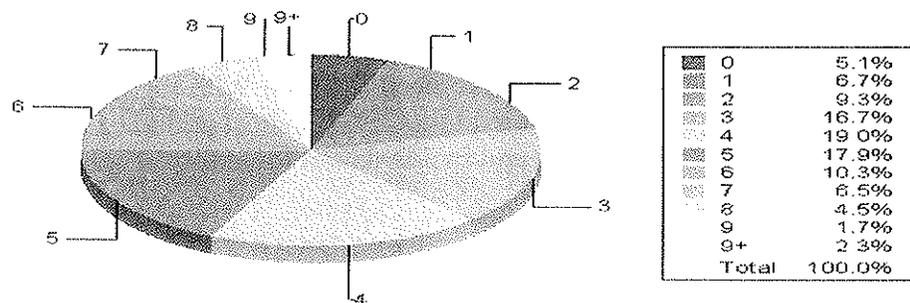
Fire Inspection

Fire Inspections	9	Plat / Plan Reviews	1
Fire Investigations	0	Fire Preplans	5

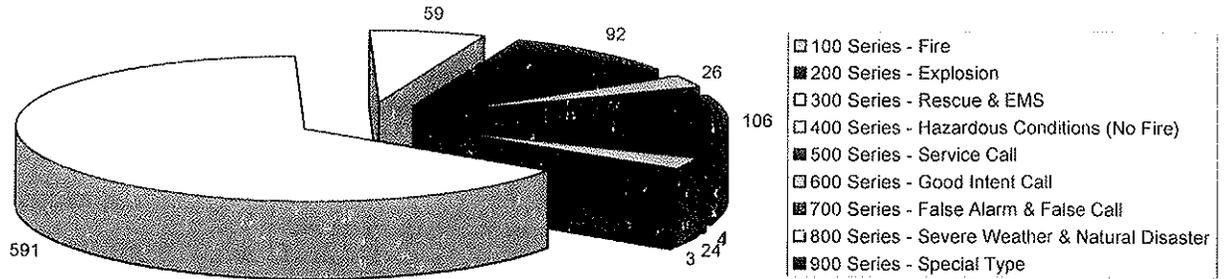
Public Fire Education

Participants	11	Education Hours	2
Participants Year to Date	11	Education Hours Year to Date	2
Number of Occurrences	4	Number of Occurrences Year to Date	4

Response Times (In Minutes)



Incident Report, By Type of Incident



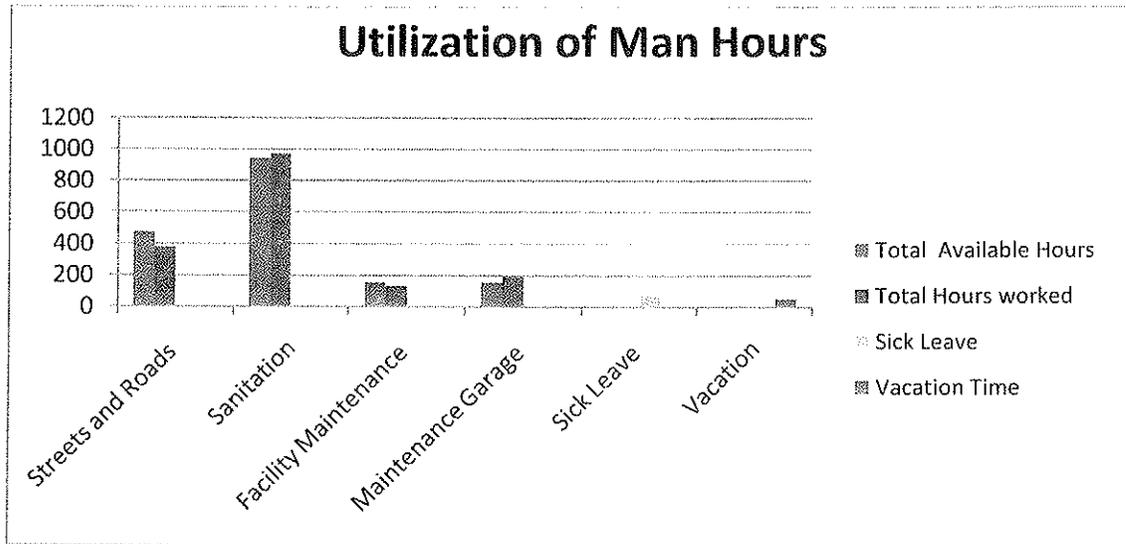
Type of Incident	Total Number of Incidents	Percentage Value
100 Series - Fire	24	2.65%
200 Series - Explosion	3	0.33%
300 Series - Rescue & EMS	591	65.23%
400 Series - Hazardous Conditions (No Fire)	59	6.51%
500 Series - Service Call	92	10.15%
600 Series - Good Intent Call	26	2.87%
700 Series - False Alarm & False Call	106	11.70%
800 Series - Severe Weather & Natural Disaster	1	0.11%
900 Series - Special Type	4	0.44%

Grand Total: 906

Type of Incident Most Frequent: 300 Series – Rescue & EMS

**City of White House
Public Works
December 2008**

Monthly Performance Indicators

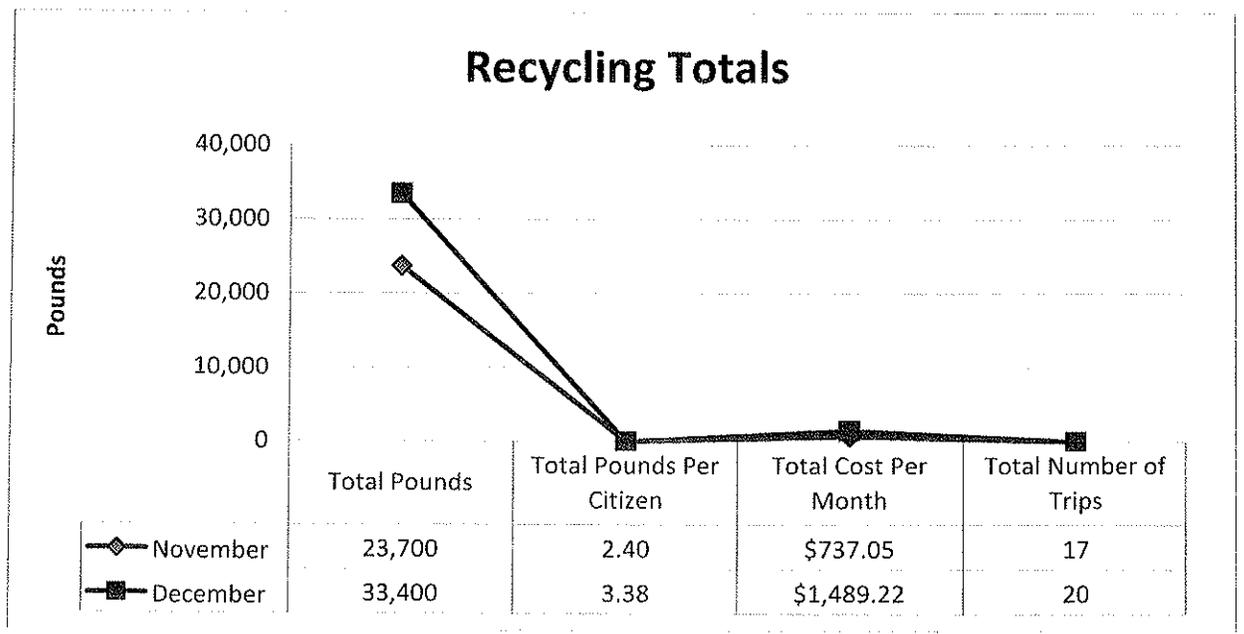


The above chart represents the number of man hours vs. the total number of hours worked for the month of December. The chart above also represents the number of sick and vacation days used by each department.

Convenience Center

There were a total of 16 citizens that utilized our Convenience Center for the month of December. The total revenue received is \$562.00. This total includes revenue received from oil that was brought into our facility to be recycled by the citizens of White House. Total operating cost- to be determined billing information has not been received from Allied Waste for the month of December.

Recycling



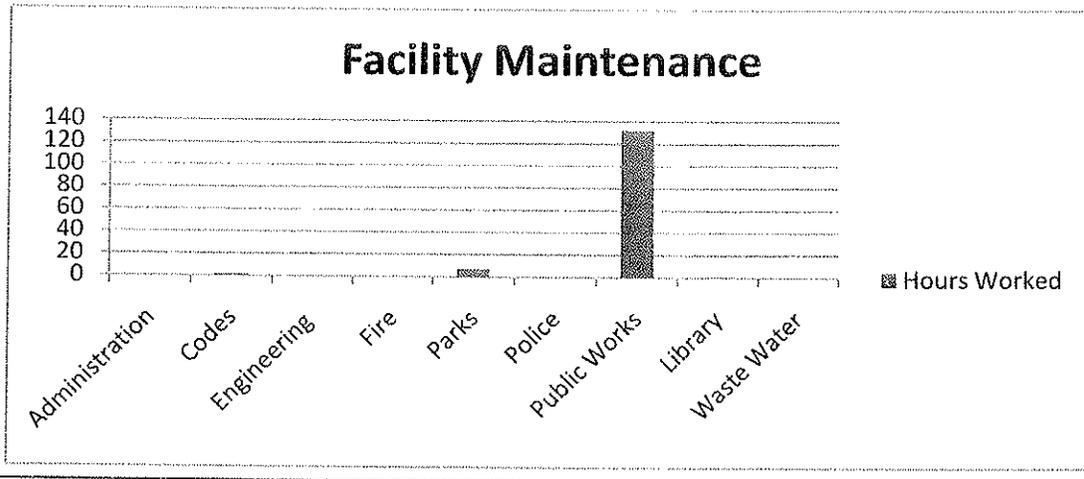
Sanitation Enterprise Fund Totals

Monthly Performance Indicators

Number of customers billed	Total Billed	Total Billed Year to Date	Revenue Received	Revenue Received Year to Date
3574	Net Amount Billed \$54,795.00	\$325,500.00	\$58,559.23	\$326,576.13

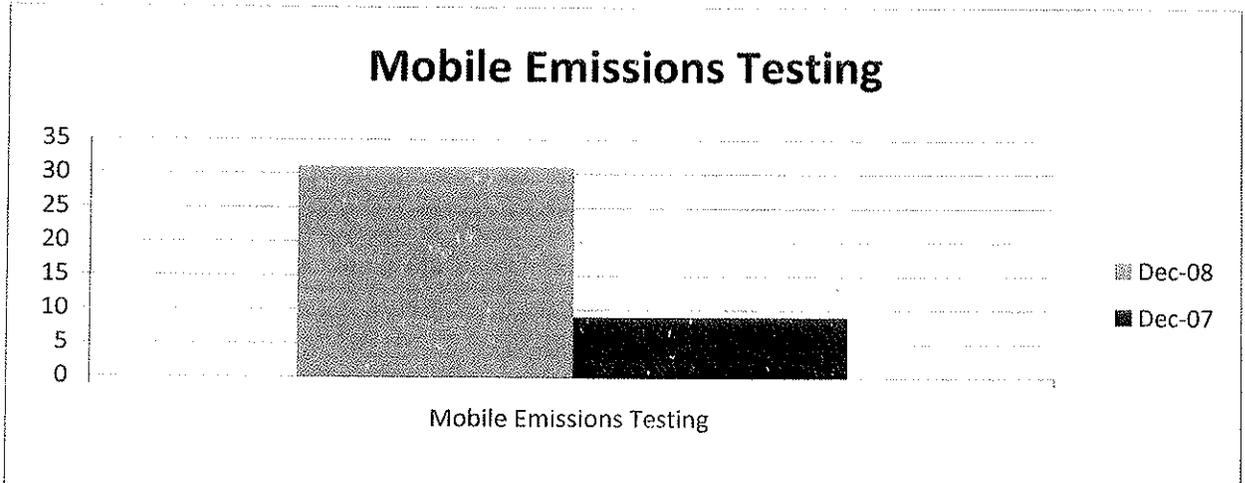
Facility Maintenance

Facilities Maintenance employee, Ted Sikora continues to move around in departments repairing, replacing, painting, renovating and building as requested by department heads.



Mobile Emissions Testing for Sumner County

The Public Works Facility will continue to be a site for Sumner County mobile emissions testing. Dates have been established through December of 2009. For the month of December, we had a total of 31 citizens utilized the mobile emissions testing station located at the Public Works Facility. See the chart below and notice the increase in usage since December of 2007.



Departmental Training

As instructed by Human Resources the Public Works Department has completed its Sexual Harassment - What Employees Need to know training for the year 2009.

Course Objectives:

- Information regarding sexual harassment
- Awareness that leads to prevention
- Recognizing sexual harassment
- Two main kinds of harassment
- Understand and following company policy
- Reporting and cooperating in investigations
- Promote and maintain a comfortable and productive work environment

DECEMBER 2008 TRUCK POUNDAGE AND FUEL COSTS

- 20.30 average tons per day 731,060 pounds for the month of December.
- Total tonnage for the month of December was 365.53
- Total cost of fuel used for truck # 319 \$397.38
- Total cost of fuel used for truck # 320 \$1,087.16
- Total cost of fuel used for truck # 323 \$1,081.92
- Total cost of fuel used for #324 \$372.72
- Total cost of fuel for December = \$2,939.18

Fuel increased \$299.37 from the month of November.

July 2008 – June 2009	Year to Date Totals
Tons per day	17.97
Pounds for 5months	3,752,180.00
Tonnage for 5 months	1,923.42
Fuel used Truck #319	\$2,737.08
Fuel used Truck #320	\$8,126.31
Fuel used Truck # 323	\$7,474.36
Fuel used #324	\$2,854.54
Fuel used per month	\$21,192.29

DECEMBER B.M.A. REPORT 2008

MONTHLY INDICATORS STREETS AND ROADS/SANITATION/BUILDING MAINTENANCE

SERVICES PROVIDED

	TOTAL	YTD	
BRUSH PICK UP	90	1488	
	Stops	Stops	
BRUSH TRUCK LOAD	15	222	
EMERGENCY CALL OUTS	0	0	
DAMAGED CARTS REPLACED	15	64	
NEW CARTS FOR NEW HOME CONSTRUCTION	6	62	
ADDITIONAL CART REQUEST	3	14	
CURBS REPAIRED	0	0	
SHOULDERS REPAIRED	0	5,973 feet	
DRAINAGE REQUESTS	4	9	
DRAINAGE WORK	0	425 feet	
LITTER PICK UP (50 GALLON BAGS)	59 = 3 bags per day	378 = 19 bags per day	
LITTER PICK UP PER DAY (MILES)	3.00 Miles Avg. per day	25 Miles Avg. per day	
POTHoles REPAIRED	31	77	
SALT	0	0	
SIGNS INSTALLED	12	24	
HANDICAPPED PICK UP	77 Homes	462 Houses	
MOVE IN SPECIAL PICK UP	2	29	
MOVE OUT SPECIAL PICK UP	0	14	
DEAD ANIMAL REMOVALS	2	11	
CITIZENS REQUESTING A PICK UP DUE TO FORGETTING TO PLACE CART AT CURB AFTER ROUTE HAS BEEN COMPLETED	23	50	
VEHICLE REPAIR/MAINTENANCE BY DEPARTMENT			
	TOTAL		Total Cost
ADMINISTRATION	0	0	
CODES AND PLANNING	0	3	
ENGINEERING	1	1	\$185.12
FACILITY MAINTENANCE	1	2	\$20.14
FIRE	1	1	\$80.95
PARKS AND LEISURE	0	2	
POLICE	9	36	\$545.90
PUBLIC WORKS	2	28	179.26
SANITATION	3	18	\$175.11
WASTE WATER	2	18	\$205.43

*City of White House
Wastewater Department
Monthly Report for December 2008*

**Summary of Month's Activities:
Collection system:**

Over the past month we have retro fitted eighteen hydromatic simplex and one duplex system to E-one and installed thirty-seven new vacuum valves and controllers within the vacuum systems. The department has also provided inspections to fifteen new sewer service connections. (Includes finals and repeats due to failures)

Wastewater Treatment:

The plant continues to operate well below permit levels. The preventative maintenance program takes place daily. The bi-weekly maintenance continues to go as scheduled.

Update on Capital Improvement Projects:

We have reached the half way point in this budgeted year and at the close of December our revenue is currently 8% or \$222,648 below our projections and our expenditures are 5% or \$151,787 under budget. Due to the economy and almost a complete halt to development we now project a shortage of this year's revenue to be approximately \$420,000. The changes listed below along with matching the first six months expenditures will put us \$435,000 under budget and will make up for the shortage.

PROJECTS IN ORDER OF PRIORITY	NEED	BUDGETED AMOUNT	NEW AMOUNT
WWTP Discharge Alternatives Study	Priority	\$50,000	No Change
Fiber Optics	Priority	\$33,800	No Change
Vacuum System Rehabilitation	Reduced Scale	\$99,000	\$75,000
SCADA Systems	Reduced Scale	\$95,000	\$35,000
LP Pump Replacement	Can Reduce Scale	\$94,000	None at this time
Sage Road LP Pump Conversion	Can Reduce Scale	\$77,000	None at this time
South Palmers LP Pump Conversion	Can Reduce Scale	\$52,050	None at this time
¾ Ton Pick-up w/utility bed	Removed	\$27,000	\$0
Mapping/Record Keeping Software	Removed	\$22,000	\$0
Copes Crossing Lift Station	Due to no agreement reached w/developers at this time it is no longer possible to complete it this year.		

Goals and Objectives Progress:

- The Request for Proposals (RFP) for a Supervisory Control and Data Acquisition (SCADA) system were evaluated and scored by myself, Ben Simerl and Ron Bailey and we concluded that Kazimier & Associates – Mission Communications proposal best met our needs for improved operation and maintenance of our sewer collection system.
- Due to our shortage in revenue we have canceled the presentation from CITY WORKS and removed it from this year's projects.
- The year is now at the half-way point and staff has installed a total of one hundred and ninety one new grinder pumps and sixty-one new vacuum valves and controllers.

Monthly Performance Indicators

Service Provided	Month	Totals for 2008-2009	Amount Billed	Revenue Received	Revenue Totals 08-09
New service connections (Capacity fees)	4	29	\$7,000.00	\$7,000.00	\$43,360.00
Customers billed	3,746	N/A	Net amount billed \$149,540.14	*\$199,836.48	\$701,849.78
Applications or transfers for service	30	229	\$1,100.00	\$1,100.00	\$9,751.00
Late penalties applied	1,120	5,185	Amount Applied \$5185.00		
Wastewater Adjustments	19	201	N/A	(\$2,500.42)	(\$10,179.03)
Administrative Fees	25	104	\$1,250.00	\$1,250.00	\$10,100.00
Service availability Requests	0	0	\$0	Included in Admin Fees	Included in Admin Fees
New service inspections (Connection fees)	4	28	\$600.00	\$600.00	\$4,200.00
Field inspection fee	0	0	\$0	Included in Admin Fees	Included in Admin Fees
Cut-offs for non-payment	30	153	\$1,100.00	Included in Admin Fees	Included in Admin Fees
Commitments for service	0	0	\$0	\$0	\$300.00
Bulk disposal	0	0	\$0	\$0	\$0
Work Orders	106	183			
Billing related service requests	66	568		Months Total \$209,786.48	Total \$769,560.78
Mainline repairs	5	9			
Service lines repaired	7	37			
L.P. service requests	36	432			
Gravity service requests	0	0			
Vacuum service requests	33	54			
All service requests	114	1,152			
Major lift station repairs	2	7			
	Flow MGD	Plant Capacity	% of Capacity		
Average Daily Flow (effluent)	.596	1.4 MGD	43%		

* Revenue is from previous month's service

The tracking of development has been removed from our monthly report until the economy changes and development increases.

**Board of Mayor and Aldermen
Planning/Codes Department
December 2008 Monthly Report**

Summary on Month's Activities:

Staff completed multiple inspections for Fire Hall#2 on Business Park Drive. Staff attended Metro Board of Zoning Appeals Meeting with Board of Zoning Board Members for training seminar. Staff completed weekly inspections of Robertson County High School construction on SR 76. Construction Board of Appeals reviewed issue regarding handicap accessibility for church stage area. IT staff worked on problems with computer network and email issues at City Hall, Police, and Public Works Department.

Update of Department Goals:

Comprehensive Plan: Staff is working on the open space and farm land preservation component of plan to have ready for Planning Commission adoption at January Meeting.
Robertson County Growth Boundary: Staff received digital copy of draft of growth boundary map for entire county to make copies for Coordinating Committee prior to scheduling of next meeting. Staff is coordinating number of copies with City of Portland Staff.

Department Highlight: State of Tennessee Contractor and Design Requirements

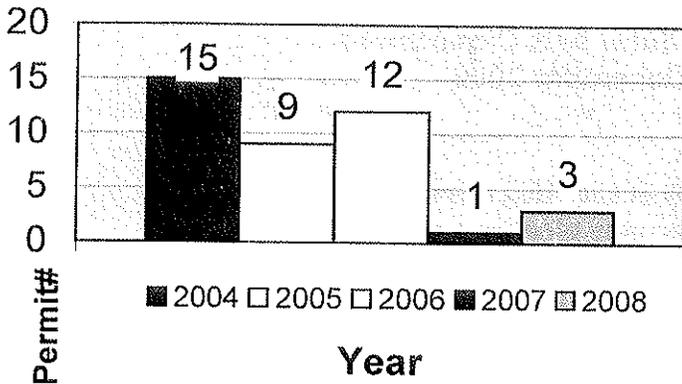
The State of Tennessee regulates contractors, engineers, and architects. Staff contacts state staff regarding questions about when plans are required to be completed by engineer/architect and contractor license requirements. Department staff is the first line of enforcement of these requirements thru the City's permitting process. Staff has received permit request for contractors not licensed for commercial projects or their license does not cover project's costs. The state provides a web site that quickly allows staff to check contractor and architect and engineers licenses.

Cost Savings Report:

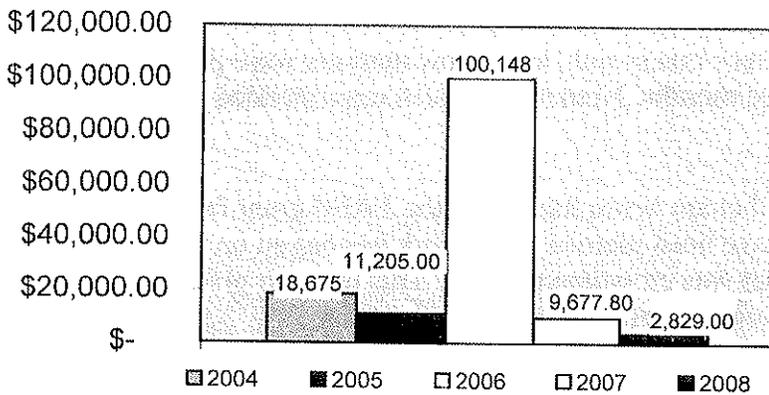
The Robertson and Sumner County Tax Assessor's Offices provide thru third party organizations on-line GIS mapping systems that include aerial photos, tax and parcel and property owner information. Staff is able to quickly view property and obtain owner information. Prior to the on-line data staff would have to look up information in tax books or complete site visits.

Monthly Report December 2008

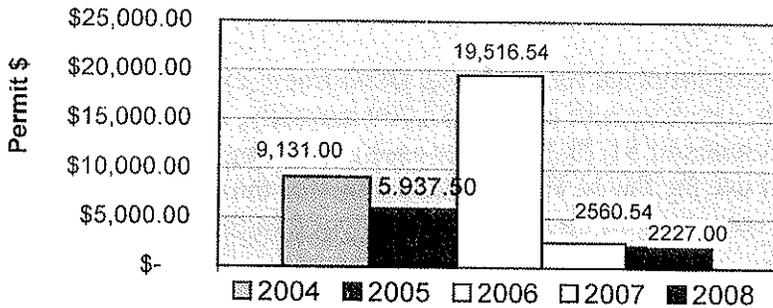
Single Family Permits (December)



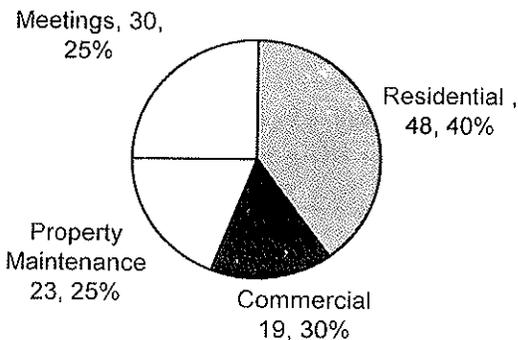
Impact Fees (December)



Permit Fees (December)



Inspections / Meetings (December)



	Month	FY 08-09
MEETING AGENDA ITEMS#		
Planning Commission	6	42
Construction Appeals	1	1
Zoning Appeals	0	5
Training/Study Session	0	2
Property Maintenance	0	0
PERMITS		
Single Family Residential	3	17
Multi-Family Residential	0	10
Other Residential	1	85
New Commercial	0	2
New Industrial	0	0
Other Com/Ind	5	5
State Electrical	35	318
Sign	2	14
Occupancy Permits	35	179
Other	0	3
BUILDING INSPECTIONS		
Residential	48	412
Hours	20.91	39.16
Commercial /Industrial	19	240
Hours	14.75	46.25
CODE ENFORCEMENT		
Total Cases	20	303
Hours	11.66	28.36
Complaints Received	3	78
MEETINGS		
Administration	9	18
Hours	7.75	18.5
Planning	17	36
Hours	12.66	33.16
Codes	4	12
Hours	2.33	18.83
FEES		
Permit Fees	\$ 2,227.00	\$ 26,169.50
Board Review Fees	\$ -	\$ 2,542.00
City Impact Fee	\$ 3,735.00	\$ 43,608.88
Roads	\$ 1,143.00	\$ 19,954.66
Parks	\$ 1,188.00	\$ 9,182.00
Police	\$ 846.00	\$ 8,718.07
Fire	\$ 558.00	\$ 5,754.15
PLANNING COMMISSION APPROVAL		
Subdivision Lots	N/A	86
Commercial/Industrial Sq ft	N/A	4,980 sq ft office
Multi-Family Units	40	332
Other	N/A	N/A
OTHER ITEMS		
Subdivision Bonds		32 @ \$ 1,653,800
Builders Bonds		\$ 52,950.00
Workings Days in Month		21

**City of White House
Parks, Recreation, & Cultural Arts Department
Monthly Report December 2008**

Summary of Month's Activities

Park maintenance employees worked diligently at City Hall this month doing floor maintenance and painting. The cafeteria and the gray tiled areas were stripped, waxed, and buffed. The men's and women's bathrooms in the gym lobby area were repainted to give them a cleaner appearance. Employees also replaced every fluorescent bulb in the gym lobby, lobby bathrooms at City Hall, gym locker rooms, and the football stadium bathrooms. Painting is underway at the tennis courts located in the City Park. The temperature has to be 50 degrees or higher for the paint to cure correctly, so this has delayed the completion of the project.

There were 4 burials at Hillcrest Cemetery this month, and 3 new markers were placed. We have had 11 burials in the past three months. Numerous graves were mended after heavy rains caused settling of the soil.

Employees have started planting trees that are being funded by the TAEP grant from the Division of Forestry. So far, 15 trees have been planted. Also work has begun on the nature trail to clear out undergrowth that was crowding the trail. This helps to give the trail a more open feel, and work will continue through the winter months.

Update on Department Goals and Objectives

The gymnasium hardwood floor was screened and recoated with sealer to preserve and protect it. The floor really shines now and has good traction for the basketball players competing in our leagues. Numerous positive comments have been received.

The Pepsi Bottling Group has made the best proposal for the Parks Department exclusive beverage contract which will last 4 years. The City will be paid \$2,000 annually, receive \$500 of product annually, receive cash rebates of \$1.75-\$2.00 per case depending on volume, and will receive a scoreboard to use for the Jr. Pro football teams for the duration of the contract. This is a great deal. The contract will be finalized and signed in the next few weeks.

An effort is underway to rejuvenate White House Players theatre group. So far, three people have been solicited to assist with this program. Further information will be available in the January report.

Department Highlight

The annual White House Christmas Parade was held on Saturday, December 1st. There were 37 entries in the parade. The annual candlelight service at Hillcrest Cemetery was held December 21st, and this was due to rain on the 20th. Local Boy Scouts and Cub Scouts assisted with making the luminaries.

Department Cost Savings Report

Local Girl Scout troop #1160, led by Glenda Crowder, volunteered to paint both locker rooms of the gymnasium as a service project. The girls and parent chaperones did a wonderful job and this saved the City several hundred dollars. All of the paint and the labor was donated and didn't cost the City a dime. This project will count toward the Gold Award for the Girl Scout participants.

PARKS AND RECREATION DEPARTMENT
DECEMBER 2008

Division	Activity	Prior Years				Current Year				
		Year End	Year End	Year End	Year End	Oct-08	Nov-08	Actual	YTD	
		FY 2005-2006	FY 2006-2007	FY 2007-2008					FY 2008-2009	
Maintenance	Mowing Hours	1176	1020	1044		120	44	3	1001	
	Pounds of Grass Seed Sown	1990	4350	3670		2590	20	30	2690	
	Pounds of Fertilizer Applied	11885	16795	6150		2000	0	0	4500	
	Number of Trees/Shrubs Planted	22	69	57		2	0	15	86	
Recreation										
	Number of Youth Program Participants	358	326	377		0	0	165	353	
	Number of Adult Program Participants	409	291	857		81	115	35	1200	
	Number of Theatre Production Attendees	651	271	102		0	0	0	0	
	Number of Special Event Attendees	2881	3453	2865		2052	0	400	2654	
	Total Number of Special Events Offered	5	6	8		2	0	2	8	
	Total Number of Programs Offered	16	13	23		2	1	3	26	
	Youth Program Revenue	\$32,137.06	\$31,045.38	\$22,095.25		\$8,864.00	\$617.00	\$0.00	\$21,225.98	
	Adult Program Revenue	\$19,080.40	\$14,713.00	\$15,246.25		\$2,659.25	\$575.75	\$575.00	\$11,820.00	
	Theatre Production Revenue	\$3,005.00	\$1,195.00	\$485.00		\$0.00	\$0.00	\$0.00	\$0.00	
Special Event Revenue	\$1,492.15	\$7,557.50	\$6,476.00		\$1,168.25	\$0.00	\$0.00	\$2,768.25		
Administration										
	Number of Shelter Reservations	114	115	112		13	1	0	64	
	Hours of Shelter Reservations									
	Shelter Reservation Revenue	\$3,445.00	\$3,612.50	\$3,732.00		\$189.00	\$0.00	\$0.00	\$1,537.00	
	Number of Facilities Reservations	242	257	305		39	46	31	204	
	Hours of Facility Reservations									
	Facility Reservation Revenue	\$16,928.31	\$19,601.34	\$28,514.05		\$4,954.84	\$681.25	\$2,690.68	\$13,451.04	
	Misc. Revenue	\$25,914.38	\$36,238.58	\$39,729.53		\$5,745.44	\$5,646.06	\$12,106.74	\$78,329.95	
Senior Center										
	Senior Center Participants	1812	2619	3993		346	293	308	1658	
	Number of Trip Participants	418	274	366		37	33	12	158	
	Number of Meals Participants	3757	3433	3430		324	277	279	1816	
	Number of Program Participants									
	Number of Trips Offered	48	45	43		4	3	1	19	
Number of Meals Served	49	50	48		4	4	4	24		
Number of Programs Offered	7	4	5		5	5	5	20		

Library Monthly Report

December 2008

-Judy Speight, Director

Summary of December's Activities

The circulation was down in December. This was probably due to the busy Christmas season, but our program attendance increased significantly. We were short staffed much of the month due to family illness and vacations, so it seemed much busier because we each had more to do.

I'm still not convinced that the reports we are getting from the new TLC system are accurate. Janet Parchman met with the Consortia in November to discuss this problem as well as problems with circulation and cataloging functions. Janet and I will both go to Gallatin in January for another meeting with the Consortia. If the wheel squeaks loud and long enough, it's supposed to be oiled. The PhoneTree system will be installed soon. This is the system that automatically telephones patrons who have overdue items or to notify them that a reserve book is available. After the installation, TLC will provide staff training. Lonnie Goode is helping with this, and hopefully there will be no problems.

There are two maintenance issues to take care of as soon as possible. One, the flag pole rope broke and I have contacted the company that installed it to come and replace it; and two, our mailbox was destroyed by a hit-and-run driver and will need to be replaced.

The Christmas Open House was nice. Besides having our beautiful children's Christmas tree, staff also decorated the building with handmade and borrowed items. A picture of the tree was on the front of the Christmas card that we sent out to you. Stacy Saunders played Christmas songs on the keyboard and of course, Becki Butler catered the event. The Magic Show was very well attended, and we are thinking of offering a similar program next Christmas as well.

I attended a grant writing workshop this month, and Sherry and I attended an in-service at the regional Library. The In-service subject was "Games in the Library." Several libraries have or are getting video game consoles such as the Nintendo Wii, Playstation 3 and Xbox video game systems and setting aside special times for games. These programs are very popular with young children to senior citizens. One library has a Wii bowling game on Thursday evenings for senior citizens to hold a bowling tournament. Because we have limited space, we know we cannot offer video games now, but we will continue to build our collection of board games, puzzles and card games. When our new library is built, it will be exciting to offer programs of this sort.

Departmental Highlight

Every year, the highlight for December has been the Christmas Open House, but this year it's going to be shared with the Magic Show. The best part about the magic show was hearing the children shout in surprise when Scott Humston performed a magic trick and burst out in giggles when his act included something funny like his bunny hiding from him.

Department Cost Saving Report

At Christmas time every year, we want to reach out to those who help support and love our library. We want to show our appreciation and offer good wishes for all to have a Merry Christmas. We have been giving an Open House for many years, and we also send out Christmas cards to a few very special folks. Cards can be very expensive, so staff has created our cards at a fraction of the cost. We hope that you enjoyed receiving yours.

Memorial Donation

A \$500.00 donation was received by the Lichtman family in support of the Lida Kirby Ragland and W.A. Ragland Memorial Collections on Gardening and Home Improvement/Renovation.

WHITE HOUSE INN LIBRARY & MUSUEM
PERFORMANCE MEASURES

<u>Official Service Area Population:</u>	12,667	<u>Programs:</u>	<u>Sessions:</u>	<u>Attendance:</u>
<u>Total Active Memberships:</u>	9,057	Toddlers:	4	89
<u>Percent of the Population with an Active Membership:</u>	71%	Preschool:	3	68
		Homeschoolers:	1	8
		Adult:	<u>2</u>	<u>300</u>
		Totals:	10	463

<u>Total Materials Available for Checkout:</u>	23,925
<u>Estimated Value of Total Materials:</u>	\$ 598,125
<u> Last Month:</u>	595,325
<u>Total Materials Available Per Capita:</u>	1.89
<u> Last Month:</u>	1.88
<u> State Minimum Standard:</u>	2.00

Wireless Internet Users: 11
Computer Internet Users: 513

Volunteers: 10
Total Hours: N/A

Materials Added:

Fiction:	49
Non-Fiction:	23
Juvenile Fiction:	15
Juvenile Non-Fiction:	14
Audio:	6
Video:	<u>4</u>
Total:	115

Services Provided by Contracting with State:

Interlibrary Loan Service:

Items Borrowed: 29

Items Loaned: 14

TN Electronic Library (TEL) Sessions:

Inside Users: 37

Remote Users: 52

R.E.A.D.S. (1st Qtr Statistics)

eBooks Downloaded: 5

Audiobooks Downloaded: 20

(2nd Qtr Statistics)

eBooks Downloaded: 14

Audiobooks Downloaded: 188

Library Circulation:

Total # of Items:	4,297
Total # of Patrons:	9,059
Items Per Patron:	.47
Last Month:	.46
State Minimum Standard:	2.5

We will work on finding a way to measure the average number of library visitors each month.

New Memberships:

Adult:	34
Senior:	2
Child:	1
Student:	6
Young Adult:	<u>6</u>
Total:	49

Engineering Department Monthly Report December 2008

Engineering spent most of the month working on paperwork for the various projects that are in the works. Possible projects and cost estimates were determined for the economic stimulus package proposed by the Federal government. Engineering also met with citizens through the NTMP to address issues in the Bridle Creek subdivision. A three-way stop has been authorized at Chapman Drive and N. Palmers Chapel Road.

Performance Indicators:

(Yearly numbers are based on the fiscal year July 1 to June 30)

► Inspections:

	<u>This month # inspections</u>	<u>This month last Year # inspections</u>	<u>YTD # inspections</u>	<u>Last Year # inspections</u>
Erosion & Sediment Control	2	5	41	91
Detention / Retention Pond	3	2	36	71
Storm Drainage	4	6	42	73
Proof-roll (sub-grade & stone)	0	0	1	20
Binder	0	0	3	15
Sidewalks	3	4	45	104
Asphalt topping	0	0	3	21
Bond	8	5	49	74
Existing roads for repair	0	0	13	95
Surveying	0	0	6	18
Total # hours on inspections:	<u>This month</u> 25	<u>This month last Year</u> 17	<u>YTD</u> 226	<u>Last Year</u> 624

► Citizen Complaints:

	<u>This month</u>			<u>This month last Year # calls</u>	<u>Total Calls</u>	
	<u>Calls</u>	<u>Resolved</u>	<u>Outstanding</u>		<u>YTD</u>	<u>Last Year</u>
Drainage	3	2	1	4	31	97
Sidewalk	2	1	1	0	7	3
Roadway	2	1	1	1	16	36
Signs & Signals	7	7	0	3	42	52

Engineering Department Monthly Report December 2008

▶ Projects:	<u>Funding</u>	<u>Status</u>
Tyree / Palmers Intersection Paving Contract	\$200,000 / City, State	State permitting (ROW & QA)
Roadway Repair Contract	\$300,000 / City, State	0%, plants closed until spring
Fiber Optics	\$200,000 / City	90% complete for fiscal year
Hwy 76 Sidewalks	\$300,000 / City (3-Depts)	Layout & Bid Documents
Meadowlark Drainage	\$585,000 / State, Fed	Engineering design
Sidewalks and Ramps	\$50,000 / City	95% complete
	\$20,000 / City	Completed for fiscal year
▶ Training seminars / conferences:		
Sexual Harassment (HR) – online		
Alliance for Innovation webinar – online		

RESOLUTIONS . . .

January 9, 2009

MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier
City Administrator



Re: Resolution 09-01

As requested, this resolution is presented to not allow permit holders of liquor-by-the-drink to extend their hours of sale. They will have to abide by the hours presented in the ordinance. This resolution, if approved, will be sent to the State Alcoholics Beverage Commission for filing.

RESOLUTION 09-01

A RESOLUTION OPTING OUT OF ANY EXTENSION OF HOURS FOR SALE OF INTOXICATING LIQUORS.

WHEREAS, the Alcoholic Beverage Commission is authorized to extend the hours of sale in the jurisdictions which have approved the sale of liquor by the drink by referendum under provisions of TCA 57-4-203 (d) (5), and

WHEREAS, TCA 57-4-203 (d) (5), of the Tennessee Code Annotated allows cities to opt out of any extensions of hours adopted under this Section by passage of a resolution;

NOW THEREFORE, be it resolved by the Board of Mayor and Aldermen of the City of White House, Tennessee that the City of White House elects to opt out of any extensions of hours in the City of White House, Tennessee and that a copy of this Resolution be forwarded to the State Alcoholic Beverage Commission.

This Resolution approved on this 15th day of January, 2009.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

January 1, 2009

MEMORANDUM

To: Board of Mayor and Aldermen

From: John Grubbs - HR Director

Re: Personnel Manual Revisions

I would like to recommend approval of the following revisions to the Personnel Manual to be effective January 19, 2009.

Below is a summary of included changes:

Revisions

- Elimination of Appendix, as all prior appendices are available on employee intranet
- Change in format from page enumeration to section enumeration to provide continuity allowing expansion and contraction of document
- Section 5.11: Addition of language clarifying eligibility for annual performance evaluations
- Section 6.13: Addition of light duty language, clarifying worker compensation policy
- Section 7.3.2: Addition of language clarifying Safety Specific Personnel and guidelines to Drug Free Workplace policy to become compliant with guidelines of 6th Circuit Court caselaw
- Section 7.9.7: Addition of language clarifying departure times within travel policy
- Section 7.17: Addition of language to Workplace Violence Policy
- Section 10: Addition of Revision Log, providing document traceability

RESOLUTION 09-02

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.

WHEREAS, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

WHEREAS, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

WHEREAS, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

WHEREAS, this professional has made a number of recommendations to revise the personnel rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel policies to make them more in line with current state and federal laws as well as common industry standards;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating various sections and subsections as detailed in the attachment.

This resolution shall be effective upon passage.

Adopted this 15th day of January 2009.

John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

5.11. PERFORMANCE EVALUATION

Each employee will be given a performance evaluation at the midpoint and completion of their respective probationary period by the immediate supervisor. Annually, each employee's performance will be formally reviewed by the immediate supervisor, once the employee has served in his/her position for a minimum of one (1) year at time of evaluation. The written evaluation will be discussed with the employee. By this means, it is intended that each employee will have adequate opportunity to correct any weaknesses that may hinder satisfactory job performance. Each written evaluation, once signed by the employee will be forwarded to Human Resources for inclusion in the employee's personnel file.

6.13. WORKERS' COMPENSATION

All injuries and illnesses arising out of and in the course of one's employment shall be governed by the Tennessee Workers' Compensation Law and be designated as FMLA. If the injury is such that it is a lost time injury, the employee shall receive full pay from the city at his/her base rate for the first 7 calendar days of workers' compensation leave. According to the workers' compensation regulations, after the 8th day of leave, employees on leave shall receive two-thirds (2/3) of their regular base pay from the workers' compensation carrier. Pay from workers' compensation will be supplemented by the city with the employee's accrued sick and vacation leave until such leave is exhausted. Vacation and sick leave will continue to accrue while receiving paid leave from the city.

Employees shall immediately report any injury incurred in the course of their employment, however minor, to their supervisor and take such first aid or medical treatment as may be necessary. Any employee determined to have been able, but who fails, to make such a report shall be subject to disciplinary action. The appropriate form for initial reporting of an injury is the 'First Report of Work Injury and Illness'. This form is available from your supervisor, Human Resources or on the Employee Intranet.

In all cases of workers' compensation leave, the responsibility of determining the nature and duration of an injury or illness shall rest with the licensed, practicing medical doctor(s) designated by the workers' compensation carrier.

Before an employee is returned to duty, the employee must provide Human Resources documentation of his/her release by the treating physician to return to work. If the employee is not released to full-duty, every effort will be made to accommodate his/her restrictions. If the city cannot accommodate the restrictions, the employee will be on unpaid status from the city until FMLA benefits are exhausted.

The City has a transitional return to work policy that allows placement of an injured employee in a modified position or in an alternative temporary assignment during the period of recovery. Work may be assigned as needs of the City arise. A description of the work to be performed will be reviewed by the employee's panel physician for approval prior to assignment. Refusal of an employee to perform work that is approved by the physician and offered by the City may be considered voluntary resignation from employment. A letter of agreement between

the employee and the City will be provided in the event that the alternate temporary assignment is offered.

7.3.2. EMPLOYEE TESTING

Current city employees will be required to undergo drug and alcohol testing after a work-related accident or incident, if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during working hours, or if drawn during random selection. Only employees holding safety sensitive positions are subject to random alcohol and drug testing. Safety sensitive positions include police officers, firefighters, positions requiring a commercial driver's license, public works equipment operators, wastewater plant operations.

A minimum of 15 minutes and a maximum of two hours will be allowed between notification of an employee's selection for random urine drug testing and the actual presentation for specimen collection.

Random donor selection dates will be unannounced with unpredictable frequency. Some may be tested more than once each year while others may not be tested at all, depending on the random selection.

If an employee is unavailable (i.e., vacation, sick day, out of town, work-related causes, etc.) to produce a specimen on the date random testing occurs, the city may omit that employee from that random testing or await the employee's return to work.

Supervisors are required to detail in writing the specific facts, symptoms, or observations that formed the basis for their determination that reasonable suspicion existed to warrant the testing of an employee. This documentation shall be forwarded to the appropriate Department Head who shall immediately forward the information to Human Resources.

7.9.7. MEALS AND INCIDENTALS

Receipts are not required for meals and incidentals. The authorized traveler may be reimbursed the daily amount based on the rate schedule and the authorized length of stay. The per diem meal amounts are expected to cover meals, tips, porters, and incidental expenses. The authorized traveler will not be reimbursed more than this. Whether meals may be claimed depends on when the traveler leaves and returns to the official station. The traveler's official station is home or work, whichever produces the least cost to the city. When partial day travel is involved, the current per diem allowance is determined as follows:

MEAL	IF DEPARTURE BEFORE	IF RETURN AFTER
Breakfast	7:00 a.m.	8:00 a.m.
Lunch	1:00 a.m.	1:30 p.m.
Dinner	5:00 p.m.	6:30 p.m.

Departure time is determined by using the start time for the class or event less the estimated travel time from www.mapquest.com

Regardless of which reimbursement rate the city uses, the amounts include tip, gratuity, etc. The hour and date of departure and return must be shown on the expense form.

The excess cost of an official banquet may be allowed provided proper documentation or explanation is submitted with the expense form. If a meal is included as part of a conference or seminar registration, or is included with the air fare, then the allowance for that meal should be subtracted from the total allowance for the day. For example, if a dinner is included as part of the conference fee, the maximum meal allowance for the day should be reduced by the allowed dinner amount.

7.17. WORKPLACE VIOLENCE

The City maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with the City. The City recognizes that each employee is entitled to a safe and secure work environment that is free from intimidation, threats, or violent acts.

Workplace violence includes, but is not limited to harassment, threats, physical attacks, or property damage. A threat is the expression of intent to cause physical and/or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat. Physical attack is intentional hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property, which includes property owned by the City, employees, or others.

Each incident of violent behavior, whether it is committed by an employee or external entity, must be reported to the next level supervisor. The supervisor then is to report it to the department head. The incident is to be reported immediately to Human Resources by the department head, or highest level of supervision if the department head is not available. The Director of Human Resources is the party designated to investigate any claims of workplace violence.

Upon completion of an investigation, a written report will be presented to the City Administrator. If it is determined that the information is correct, immediate and appropriate disciplinary action will be taken against the employee guilty of workplace violence. The disciplinary action may include mandatory management referral to the Employee Assistance Program (EAP), demotion, suspension, warning, reprimand or termination. A determination of the level of action shall be made on a case-by-case basis. It is in direct violation of this policy to engage in any act of workplace violence.

Employees who have knowledge of an act of workplace violence or of another employee's intent to commit an act of violence against a co-worker, supervisor or citizen have an obligation to report such information to their supervisor. Failure to report or refusal to cooperate in an investigation regarding workplace violence may result in disciplinary action. Any employee

who acts in good faith by reporting real or implied violent behavior will not be subject to any form of retaliation or harassment. Any action of this type resulting from a report of violent behavior must be reported to Human Resources for investigation.

Should an employee become a victim of an incident of workplace violence, Human Resources may offer contact through the Employee Assistance Program (EAP) to assist in coping with any effects of the incident.

The City must be informed of individuals who have been ordered legally to stay away from any City employee or City location. Any employee who applies for or obtains a protective or restraining order shall provide in confidence to Human Resources the appropriate information and/or documentation.

SECTION 10 – PERSONNEL MANUAL REVISION LOG *[Click for Table of Contents](#)*

Rev #	Date	Section Revised	Description of Revision(s)
1	01.18.09	All	Change in format from page enumeration to section enumeration.
2	01.18.09	10	Addition of Revision Log
3	01.18.09	6.13	Addition of Light Duty language to Worker Compensation Policy
4	01.18.09	7.3.2	Addition of language clarifying Safety Specific Personnel and guidelines to Drug Free Workplace policy
5	01.18.09	7.9.7	Addition of language clarifying departure times to Meals and Incidentals section of Travel Policy
7	01.18.09	7.17	Addition of clarifying language to Workplace Violence Policy
8	01.18.09	5.11	Addition of language clarifying annual eligibility of employees for performance evaluations.

ORDINANCES . . .

MEMORANDUM

TO: Board of Mayor and Aldermen,
Angie Carrier, City Administrator

FROM: Addam McCormick, Planning/Codes Department

DATE: December 8, 2008

RE: Rezoning Request

The White House Municipal/Regional Planning Commission on December 8, 2008 recommended to approve the request to rezone 3.04 acres on Hwy 31W from C-2, General Commercial to Neighborhood Center Residential Planned Unit Development and Preliminary Master Plan for 40 unit multi-family apartment complex. The project is referenced as Deer Crossing Trails Phase 1. If approved, the final master plan will include utility installation requirements, drainage, and site improvements.

Five Tees Construction, LLC

November, 11 2008

City of White House
Attn: Addam McCormick
105 College Street
White House, TN 37188

Re: Zone Change Request, for phase I, AKA Deer Crossings Parkside

Dear Addam,

This letter is in regards to a request for a zone change on the current property known as Deer Crossings Center; located on Highway 31W, specifically with regards on lots 1, 2, 3, and 4, also known as Phase I, as referenced in Deer Crossings Center Plat Map.

The above mentioned parcels are currently zoned C-2, General Commercial, and we would like to request the zoning to be changed to a minimum of R-3 or multiple/ mixed use with a bonus density option if available; in order to allow a minimum of 14.5 units per acre.

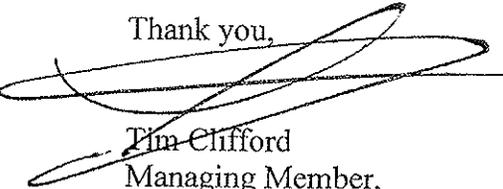
Please add this to the December 8, 2008 Planning Commission Agenda to propose this request for zone change. If you need any additional information, please don't hesitate to contact me.

The Specs, Elevations, Floor plans, Exterior finish's, are all the same, you should use the first 48 units as the guideline to the standard of which we are requesting approval for the only difference would be the site plan itself.

Five Tees Construction, LLC

Our proposed schedule is as follows, Assuming we gain approval, a joint venture partner/investor, or known as in the industry a lender, we would hope to break ground between the fourth quarter 2009 and first quarter 2010. We are still working on completing the working drawings on Phase III, that has taken about 6 months over all to get approved. NOTE: This schedule assumes that the market will get turned around soon, yet it is critical to be gaining all approvals and entitlements now while we are unable to obtain a solid lender and a solid appraisal. Over \$450,000 has been spent as of today's date on Phase III , 48 units WE ARE SERIOUS, We are just finding ourselves in a very fluid market that has stopped us to move forward. on Phase III

Thank you,



Tim Clifford
Managing Member,
Five Tees Construction, LLC

C.c. James Massie, Project Manager Consultant. (615)-394-1935, or 672-7401,
E-mail, JamesEMassie@ComCast.net

Attached: One of each rendering for Phase I in 24x36 color.
 14 sets of 11x17 of the,
 Entire site, showing Phase III, II and now with Ph I all together
 Site specific showing open space,
 Site specific showing building layout and parking
 Site specific showing elevations, materials, and products
 Entire site showing Easements, Driveways, and PL's
 Entire site showing Phase III layout and the new detention pond and
 drainage inlet,
 Building type one as example for housing units,
 CD of the product for your use and additional copies if needed.
 One Full set of working drawings for phase III, for reference to apply to
 Phase I, in reference!
 A check for \$200.00 per your request for submittal.

12-01-2008

City of White House, TN.

Attn: Addam McCormick

Deer Crossing Trail Phase 2 Preliminary Master Plan/Neighborhood Residential Planned Unit Development Rezoning Request for December 8, 2008 Planning Commission Meeting.

Plan Review Comments:

Provide 23 Copies of Revised Master Plan

14 Copies of Architectural Renderings

1 Copy of Requested Drainage Calculation Information

Provide revised plan submittal by December 3, 2008 by 4pm for Monday December 8, 2008 Meeting. Plans can be submitted in 11x17 format.

Plan Review Comments:

White House Utility District:

No comments received.

No Response provided.

Sewer Department

Wastewater plans have been returned for corrections.

See letter dated 11-03-2008 from Stanley Consultants

Planning/Codes:

1. Provide written response to comments. Completed and returned by 12-03-2008
2. Planning Commission to discuss location of proposed development, rezoning additional property from commercial to multi-family, and size of multi-family project (48+40) for this area. Due to be discussed on 12-08-2008
3. Fire Department will need information on design of access gate per new State of TN law regarding access gates. Including width, emergency opening, and radio controlled opening device. See drawings from Humphreys dated 12-02-2008 revised site plan per the City request.
4. Request moving entrance south to space out entrance on Hwy 31 W at 300 from existing entrance for Deer Crossings Center and north soccer complex drive location across street Completed. We moved the entrance as far North from the existing Driveway of Deer Crossing center as possible to meet this request as you will see we had to relocate building types. from front to back and push allot of stuff around to accommodate this request.

5. Request carport/dumpster be removed on north side of property due to blocking of visibility of adjacent commercial building. Completed. This has been relocated to the south end of the complex.
6. Provide sight distance study on Hwy 31W south bound for proposed access point referenced in review comment #1 above. (looking north from entrance) Completed. See study from Stanley Consultants dated 12-03-2008.
7. Provide deceleration lane for proposed access point. Completed. see Site plan from Humphreys showing deceleration lane.
8. Landscape berm to be constructed along Meadowlark Drive to be consistent with Deer Crossings Berm design regarding height and landscaping. Completed in fact we have extended the bear along the west PL and deleted the exit to meadow lark st to eliminate the flow of traffic, and even access of emergency vehicles.
9. Provide information about voltage of overhead utility easement if over 69 KV then buildings to be 50ft from center of line, if 106 KV then setback to be 75ft from center of line, per subdivision regulations. Completed. Relocated buildings 75 feet from easement even though we were unable to qualify the KV strength. If down the course of discovery with the utility Departments we find that in fact it is only 69KV we reserve the right to push back to the 50 foot requirement.
10. Contacted surveyor about width of TVA easement since easement shown on city property across street as 100ft ROW v/s 80 ft ROW as shown on plat and Plans. All plans show 80 ft ROW on our plans from original conception of design, with deer Crossings and all maps provided throughout the last six years. It is our belief that it is 80 foot per the surveyor findings
11. Show and label access points across street at soccer complex and gravel drive and Cardinal Drive. Completed. See site plan for these details added.
12. Provide enough area to allow vehicle to turn around at Meadowlark Drive access when not able to enter complex also provide signage altering no access to complex from entrance. Completed. We deleted the emergency gate "exit only" and bermed it to match the existing berm, thus allowing only the traffic to flow as it currently does for the secondary access point to Deer Crossing Commercial center. Therefore eliminating any need for the visual and physical requirement to have a turn around.
13. City Engineer request drainage calculations and proposed design to prove that detention is not necessary for this portion of project. Completed. See Stanley Consultant report. Note this was provided in the early stages of Phase III report and we have up dated it this application.
14. Request moving playground and amenity area out of 25ft setback, instead widen areas to incorporate same area but preserve open 25ft buffer. Completed. Yet to add this area once we started to drill down onto to actual size was way to large therefore pulling back the size to not encroach into the set back in addition to reducing the actual amenities to scale, yet not reducing the open space area at all.
15. Two parking spaces at end of small aisle between bldgs 5/6 to be removed will limit ability to back out of spaces. Completed. Note we are still over parked by many spaces to help the tenant flow if need be.
16. How will trash dumpster be accessed on south property line? We have relocated the trash dumpster to a easier location to access. Yet the answer will be the trucks

will have to pull forward to grab the dumpster and then back up into the Driveway as a three point turn around and then exit the site through the main entrance.

17. All buildings and amenities to be connected with walkways. Completed. This was always our intent once we got into the working drawings.

Open space maintenance is it combined with 48 unit complex with phase 3? No.

18. Provide subdivision plat combining 4 lots into one lot to Planning Commission for approval. If approved we would create a new parcel just as phase III did . yet I would ask that this is not a requirement at this point due to the unnecessary need at this time

Dear Addam. It is with great care and concern we have made all of these changes in the rezoning phase. We understand why you are requesting them and have applied them to the best of our ability with the understanding that once we get into actual working drawings we may need to tweak this or that. just as phase III did to make things work or make them better i.e. open space amenities, ect. I hope you understand and agree that this is a site plan concept and may need massaging a little to ultimately obtain the best flow and use once the Consultants get involved and need to push and pull for utilities, side walks, carports, ect. ect.

Thank you
Sincerely

A handwritten signature in black ink, appearing to read 'Tim Clifford', with a long horizontal line extending to the right.

Tim Clifford
Managing Member for Five Tees Construction LLC

ORDINANCE 08-26

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE
AMENDING THE ZONING MAP RELATIVE TO ROBERTSON COUNTY TAX
MAP 117 D, GROUP B, PARCEL 5.00 FOR 3.04 ACRES FROM C-2, GENERAL
COMMERCIAL TO NEIGHBORHOOD CENTER RESIDENTIAL PLANNED
UNIT DEVELOPMENT AND PRELIMINARY MASTER PLAN APPROVAL
FOR A 40 UNIT MULTI-FAMILY PROJECT.**

WHEREAS, application has been received from the owner to rezone 3.04 acres referenced on Robertson County Tax Map 117 D, Group B, Parcel 5.00 from C-2, General Commercial to Neighborhood Center Residential Planned Unit Development and Preliminary Master Plan approval for Deer Crossings Trails Phase 1 a 40 unit multi-family apartment project on Hwy 31W.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the following property is rezoned as indicated above:

Robertson County Tax Map 117 D Group B, Parcel 5.00 containing approximately 3.04 acres, more or less.

BE IT FURTHER ORDAINED that this rezoning and preliminary master plan was approved by the Planning Commission on December 8, 2008; and

BE IT FURTHER ORDAINED that the attached map shall become a part of this ordinance.

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

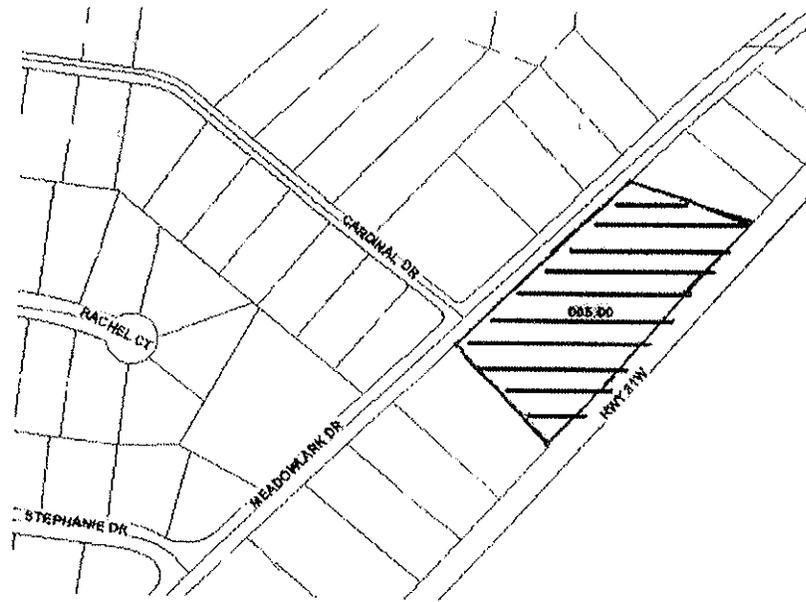
First Reading: December 18, 2008 PASSED

Second Reading: January 15, 2009

John Decker, Mayor

ATTEST:

Christie Odenwald, City Recorder



MEMORANDUM

TO: White House Board of Mayor and Aldermen,
Angie Carrier, City Administrator

FROM: Addam McCormick, Planning/Codes Department

DATE: December 10, 2008

RE: Commercial Design Standards Amendment

The White House Municipal/Regional Planning Commission at November 10, 2008 meeting recommend approval of amendment to Commercial Design Standards, Lighting and Utilities Section to expand upon standards for architectural decorative lighting. The amendment expands upon limitation of decorative lighting. The Planning Commission discussed to further expand upon ordinance but decided to keep proposed ordinance to permit interpretation and individual review of proposal since the issue is an architectural design matter. The amendment was determined to be necessary by Planning Commission after review of request of architectural lighting proposal for new Holiday Inn Express building.

ORDINANCE 08-27

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE
AMENDING THE COMMERCIAL DESIGN STANDARDS, LIGHTING AND
UTILITIES STANDARDS REGARDING ARCHITECTURAL DECORATIVE
LIGHTING.**

WHEREAS, upon a request for a decorative architectural lighting fixtures at a local business the Lighting and Utilities Standard section of the Commercial Design Standards is being amended to expand regulations for decorative architectural lighting to provide Planning Commission review criteria to prevent lighting that is not within character and scale of project and area.

NOW, THEREFORE, BE IT ORAINED by the Board of Mayor and Aldermen that the following amendment is indicated below:

Design Standards Section:

9. Fixtures used for architectural lighting, such as façade, feature and landscape lighting, shall be shielded and aimed or directed so as to preclude light projection beyond immediate objects intended to be illuminated and shall not extend beyond structure and property line. The scale and color of architectural lighting shall be determined by Planning Commission based on the area of city and architectural feature or landscaping that is proposed to be illuminated. Bright colors and exposed bulbs shall be prohibited. Lighting fixture shall be a low wattage fixture. Planning Commission may require photo samples and lighting fixture information with plan submittals.

BE IT FURTHER ORDANIED that this amendment was approved by the Planning Commission at November 10, 2008 Meeting.

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading:	December 18, 2008	PASSED
Second Reading:	January 15, 2009	

John Decker, Mayor

ATTEST:

Christie Odenwald, City Recorder

December 12, 2008

MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier
City Administrator



Re: Ordinance 08-28

Ordinance 08-28 reflects discussions from the previous work session. The City Attorney and I have reviewed and drafted per our interpretation of the work session. This ordinance may be amended if anything has been misinterpreted. If you have any questions, please call to discuss. I want to point out that the resolution to exempt the City from having a petition from a business within the City to extend the hours of sale will be presented at the January meeting to allow a public hearing on both the ordinance and resolution simultaneously.

ORDINANCE 08-28

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, REPEALING THE PROHIBITION OF INTOXICATING LIQUOR SALES ON PREMISE AND ADOPTING A PRIVILEGE TAX ON RETAIL SALE OF ALCOHOLIC BEVERAGES FOR CONSUMPTION ON THE PREMISE.

BE IT ORDAINED by the Board of Mayor and Alderman of the City of White House, Tennessee that Title 8, Chapter 1, Section 8-101 of the Municipal Code is hereby repealed in its entirety and a new Chapter 1 is substituted as follows:

CHAPTER 1 INTOXICATING LIQUORS

Section 8-101. Definition of Alcoholic Beverages.

Section 8-102. Consumption of Alcoholic Beverages on Premises.

Section 8-103. Privilege Tax on Retail Sale of Alcoholic Beverages for Consumption on the premises.

Section 8-104. Annual Privilege Tax to be Paid to the City Recorder.

Section 8-105. Concurrent Sales of Liquor by the Drink and Beer.

Section 8-106. Advertisement of Alcoholic Beverages.

Section 8-107. Certificate of Good Moral Character Required-Contents-Consent to Investigation.

Section 8-108. Grounds for Denial of Certificate of Good Moral Character.

Section 8-109. Certificate of Compliance Required - Contents.

Section 8-110. Hours of Sale.

- 8-101. Definition of Alcoholic Beverages. As used in this chapter, unless the context indicates otherwise: Alcoholic beverages means and includes alcohol, spirits, liquor, wine, and every liquid containing alcohol, spirits, wine and capable of being consumed by a human being, other than patented medicine or beer, where the latter contains an alcoholic content of five percent (5%) by weight, or less.
- 8-102. Consumption of Alcoholic Beverages on Premises. Tennessee Code Annotated, Title 57, Chapter 4, inclusive, is hereby adopted so as to be applicable to all sales of alcoholic beverages for on premises consumption which are regulated by the said code when such sales are conducted within the corporate limits of the City of White House, Tennessee. It is the intent of the Board of Mayor and Aldermen that the said Tennessee Code Annotated, Title 47, Chapter 4, inclusive, shall be effective in the City of White House, Tennessee, the same as if said code sections were copied herein verbatim.
- 8-103. Privilege Tax on Retail Sale of Alcoholic Beverages for Consumption on the Premises. Pursuant to the authority contained in Tennessee Code Annotated, 57-4-301, there is hereby levied a privilege tax (in the same amounts levied by T.C.A., Title 47, Chapter 4 Section 301, for the City of White House General Fund to be paid annually as provided in this chapter) upon any person, firm,

corporation, joint stock company, syndicate, or association engaging in the business of selling at retail in the City of White House on alcoholic beverages for consumption on the premises where sold.

8-104. Annual Privilege Tax to be Paid to the Finance Director. Any person, firm, corporation, joint stock company, syndicate or association exercising the privilege of selling alcoholic beverages for consumption on the premises in the City of White House shall remit annually the Finance Director the appropriate tax described in 8-103. Such payments shall be remitted not less than thirty (30) days following the end of each twelve (12) month period from the original date of the license. All permit holders shall submit quarterly reports, certified by an accountant, on forms provided by the City within twenty (20) days of the end of the calendar quarter to the Finance Director of the City of White House setting out in detail the monthly gross receipts of alcoholic beverages. The City will maintain these reports in the permit holder's individual file to meet the confidentiality requirements of State Law. Upon the transfer of ownership of such business or the discontinuance of such business, said tax shall be filed within thirty (30) days following such event. Any person, firm, corporation, joint stock company, syndicate, or association failing to make payment of the appropriate tax when due shall be subject to the penalty provided by law.

For the exercise of such privilege, the following taxes are levied for city purposes to be paid annually, to wit:

- (1) Private Club.....\$300.00
- (2) Hotel/Motel.....\$1,000.00
- (3) Restaurant, according to seating capacity on licensed premises:
 - a. 75-125 seats.....\$600.00
 - b. 126-175 seats.....\$750.00
 - c. 176-225 seats.....\$800.00
 - d. 226-275 seats.....\$900.00
 - e. 276 seats and over.....\$1,000.00
 - f. 'Wine Only' Restaurant with 50 or more seats
\$120.00

The quarterly reports shall comply with the following schedule:

PERIOD	REPORT DUE DATE
January – March	April 20
April – June	July 20
July- September	October 20
October - December	January 20

- 8-105 Concurrent Sales of Liquor by the Drink and Beer. Any person, firm, corporation, joint stock company, syndicate or association which has received a license to sell alcoholic beverages in the City of White House, pursuant to Tennessee Code Annotated, Title 57, Chapter 4, shall, notwithstanding the provisions of 8-212(3) of the Ordinance of the City of White House, qualify to receive a beer permit from the City.
- 8-106 Advertisement of Alcoholic Beverages. All advertisement of the availability of liquor for sale by those licensed pursuant to Tennessee Code Annotated, Title 57, Chapter 4, shall be in accordance with the Rules and Regulations of the Tennessee Alcoholic Beverage Commission.
- (a) Sign Restrictions. It shall be unlawful for any person authorized to sell beer, for either on the premises consumption or off the premises use, to erect or maintain more than one advertising or display sign upon the outside of the building or in a window. Said sign may use the word "beer" or the name of any brand of beer. Said advertising or display sign shall not exceed four (4) inches in height and eighteen (18) inches in length, and the sign shall be placed parallel with and on the building or in a window.
- 8-107 Certificate of Good Moral Character Required-Contents-Consent to Investigation. Each applicant for a license to sell alcoholic beverages for consumption on the premises of any hotel, restaurant or club must first obtain a certificate of good moral character, on a form provided by the City Administrator and signed by the Mayor of the City of White House. The certificate shall state:
- (1) That the applicant is personally known to the Mayor and the Board of Alderman, and is a person of good moral character; or
 - (2) That the applicant is not personally known to the Mayor and the Board of Alderman, but that the City has made careful investigation of the applicant's general character and from such investigation, has determined it to be good.
 - (3) Consideration of each application for a certificate shall be undertaken at a regular or specially called meeting of the Board of Mayor and Alderman and approved by a majority of the members thereof.
 - (4) Each applicant for a certificate of good moral character is deemed to consent, by virtue of his application, to an investigation of his general character including, but not limited to, the determination of any record of convictions.
- 8-108 Grounds for Denial of Certificate of Good Moral Character. It shall be grounds for denial of the certificate of good moral character that:

ATTEST:

Christie Odenwald, City Recorder

December 12, 2008

MEMORANDUM

To: Board of Mayor and Alderman

From: Angie Carrier
City Administrator



Re: Ordinance No. 08-29

Ordinance 08-29 changes the hours of sale for on-premise holders to that of state law for those selling intoxicating liquors on the premise. This ordinance will allow all those with an off-premise permit to continue selling beer 24 hours/day and 7 days/week. If you have any questions regarding these changes, feel free to contact me anytime.

ORDINANCE 08-29

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE
AMENDING THE MUNICIPAL CODE TITLE 8, CHAPTER 2 BEER.**

WHEREAS, the Board of Mayor and Aldermen desires to update the Municipal Code regarding beer; and

WHEREAS, the current ordinance must be amended in order to comply with the liquor-by-the-drink restrictions of the State of Tennessee;

NOW THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 8, Chapter 2 Beer is amended as follows:

8-208. **Classes of permits.** For classes of permits may be issued by the Beer Board as follows.

- (1) **A manufacturer's or distributor's permit** to a manufacturer of beer for the manufacture, possession, storage, sale, distribution and transportation of the product of such manufacture, not to be consumed by the purchaser upon or near the premises of such manufacturer. A manufacturer of beer is defined as one who employs a minimum of twenty-five (25) full-time employees in the manufacture of beer.
- (2) **An "off-premises" permit** to any person or legal organization engaged in the sale of such beverages where they are not to be consumed by the purchaser or other persons upon or near the premises of such seller. Drive in beer sales are authorized for off-site permit holders only. "Off-premises" permit holders shall be permitted to sell beer on a twenty-four (24) hour basis, seven (7) days a week.
- (3) **An "on-premises" permit** to any person or legal organization engaged in the operation of a restaurant wherein the sale of beer is for consumption on the premises. A restaurant is defined as a business establishment whose primary business is the sale of prepared food to be consumed on the premises and less than forty percent (40%) of its income is from the sale of beer. For the purposes of this chapter, the term "on-premises consumption" shall mean consumption within the building or on any decks, patios and other outdoor serving areas that are contiguous to the exterior of the building for which the license is issued, except if this license is held by the proprietor of a golf course. For proprietors of golf courses, on-premises shall mean within the building or on any decks, patios and other outdoor serving areas that are contiguous to the exterior of the building and/or on the course. However, no consumption shall be permitted on any parking lot. Where on-premises consumption is permitted on a golf course, beer may be purchased wither at the restaurant or from a beverage cart. Any "on-premises" permit holder shall follow the hours of sale for intoxicating liquors. No "on-premises" beer

permit holder shall sell or give away beer between the hours of three o'clock a.m. (3:00 a.m.) and eight o'clock a.m. (8:00 a.m.) on weekdays, or between the hours of three o'clock (3:00 a.m.) and twelve o'clock noon (12:00 p.m.) on Sundays.

- (4) **A special event permit** may be issued by the Beer Board on a case by case basis for a specific date and time. No more than two (2) special events permits will be granted during a calendar year.

~~The sale of beer shall be permitted on a twenty-four (24) hour basis, seven (7) days a week.~~

It is unlawful for any beer permit holder to engage in any type or phase of the beer business not expressly authorized by his permit. It is likewise unlawful for him not to comply with any and all express restrictions or conditions which may be written into his permit by the Beer Board.

This Ordinance shall take effect upon its passage, the public welfare requiring it.

First Reading: December 18, 2008 PASSED

Second Reading: January 15, 2009

John Decker, Mayor

ATTEST:

Christie Odenwald, City Recorder

January 5, 2009

MEMORANDUM

To: Board of Mayor and Aldermen
From: Charlotte Soporowski, Finance Director *CKS*
Cc: Angie Carrier, City Administrator
Re: Budget Amendment

The following budget amendment is recommended for approval. Item one is to recognize the expense of the Crunk property purchase which was originally not budgeted. Item two recognizes the expense of the first annual contribution to the YMCA which was approved by the board after the formulation of the original budget. Item three recognizes additional revenue and expenditures related to the construction of the Jr. Pro concession stand. The construction contract approved by the board exceeded the original budget by \$21,885, and the White House Men's Club made an additional \$10,000 to help cover this difference. Finally, item four is to recognize additional revenue and expense related to a Wal-Mart grant received by the Children's Library. Should you have any questions related to this budget amendment, please let me know. Thanks.

ORDINANCE 09-01

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE FISCAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2009.

WHEREAS, it has become necessary to amend the budget due to the purchase of the Crunk property, which was not originally budgeted for; and

WHEREAS, it has also become necessary to recognize the expense of the first annual contribution to the YMCA, which was approved by the board after the completion of the budget; and

WHEREAS, it has become necessary to amend the budget to reflect the additional revenues and expenditures related to the construction of the Jr. Pro concession stand. The contract was approved by the board exceeded the original budget by \$21,885 and the White House Men's Club was able to contribute an additional \$10,000 to assist in covering the difference in cost; and

WHEREAS, it has also become necessary to amend the budget to recognize additional revenue and expenditures related to a Wal-Mart grant received by the Library; and

WHEREAS, the City routinely amends the annual adopted budget during the year to accurately reflect unanticipated costs or tax revenues.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Mayor and Aldermen that the Fiscal Budget ending June 30, 2009 is hereby amended as part of the attached exhibit.

This ordinance shall become effective upon final reading the public welfare requiring it.

First Reading: January 15, 2009

Second Reading: February 19, 2009

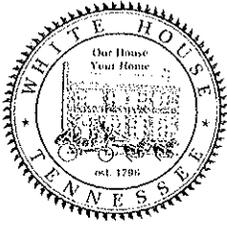
John Decker, Mayor

ATTEST:

Christie M. Odenwald, City Recorder

City of White House
 Budget Amendment I
 January 15, 2009

					Current Budget	Proposed Budget	Amendment
122	49000	900	Park Sales Tax	Capital Outlay	55,000	269,000	214,000
124	41020	900	Parks Impact Fees	Capital Outlay	16,700	62,231	45,531
1. <i>To amend current 2008-2009 budget to recognize additional expenditures related to the purchase of Crunk property.</i>							
122	49000	700	Park Sales Tax	Grants and Contributions	0	75,000	75,000
2. <i>To amend current 2008-2009 budget to recognize additional expenditures related to contractual obligation for first annual contribution to YMCA.</i>							
110	36700		General Fund	Contributions and Donations	50,000	60,000	10,000
110	44740	900	General Fund - Parks Maintenance	Capital Outlay	1,757,289	1,779,174	21,885
3. <i>To amend current 2008-2009 budget to recognize additional revenue and expenditures related to contract approval exceeding original budget for construction of Jr. Pro Concession stand.</i>							
110	36700		General Fund	Contributions and Donations	60,000	61,000	1,000
110	44880	200	General Fund - Children's Library	Contractual Services	600	900	300
110	44880	300	General Fund - Children's Library	Supplies	250	450	200
110	44880	347	General Fund - Children's Library	Books and Audio Books	1,400	1,900	500
4. <i>To amend current 2008-2009 budget to recognize additional revenue and expenditures related to a grant received from Wal-Mart in the amount of \$1,000 for children's services.</i>							



City of White House, Tennessee

White House Inn Library and Museum

412 Highway 76 • White House, TN 37188

www.cityofwhitehouse.com/library

Phone (615) 672-0239 • Fax (615) 672-9733

"Valuing our Heritage while Protecting our Future"

August 5, 2008

The White House Inn Library has received a grant from Walmart in the amount of \$1,000. For childrens services. I would like to use this money to purchase books, movies and seasonal programs through this year.

We are looking forward to some Extras with this money.

Thank you,

Sherry Tackett

*FINANCE AND
OTHER BUSINESS . . .*

Memo

To: Board of Mayor and Alderman
From: Ed Hickman – Director of Public Works
CC: Christie Odenwald
Date: 12/9/2008
Re: Recommended Vendor for Facility Maintenance Service Truck @ Public Works

On this date, December 5, 2008 I recommend that the Board accept the Seal Bid for Facility Maintenance service truck as quoted by Alexander Ford Mercury of 1550 NW Broad Street, Murfreesboro, Tn. , Bid# 08-1012PW.

2009 Dodge Ram 2500, 4 wheel drive, extended cab, with Utility Box, Led Strobe Light.

Cost \$23,950.00 Fund Account Number 110-41800-902 (\$ 25,000.00) Delivery 90 days ARO.

Thank you for your consideration. If you have any questions regarding this matter, you may contact me at 672-0215.

BID#	08-1012PW	VIC. JENKINS CHEVROLET	MID-TENN FORD	TOWN & COUNTRY FORD	ALEXANDER FORD	ALEXANDER FORD
3/4 TON TRUCK FACILITY MAINTENANCE	400 E. BROADWAY GALLATIN, TN 37066	1319 FOSTER AVE NASHVILLE, TN 37210	101 ANDERSON LANE MADISON, TN 37115	1550 NW BROAD ST MURFREESBORO, TN 37129	1550 NW BROAD ST MURFREESBORO, TN 37129	
OPENING: December 3rd, 2008						
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost
3/4 TON PICK-UP, GAS 5.4 OR EQUIV. ENGINE, 4X4, 8' UTILITY BED, EXT. CAB, REAR BUMPER HITCH, STROBE LIGHT LED ROOF MOUNT, WHITE, SHADED FRONT WINDOW, TINTED REAR AND SIDES	\$31,667.90	\$26,263.95	\$26,700.00	\$23,950.00 <small>DOOR RAM 2500</small>	\$24,829.00 <small>FORD</small>	
Delivery	60-100 DAYS ARO	90-120 DAYS ARO	90-120 DAYS ARO	90 DAYS ARO	90 DAYS ARO	
Totals	\$31,667.90	\$26,263.95	\$26,700.00	\$23,950.00	\$24,829.00	

GOLDEN CIRCLE FORD
1432 HWY 45 BYPASS
JACKSON, TN 38305
Unit Cost
\$26,323.00
90-120 DAYS ARO
\$26,323.00

Memo

To: Board of Mayor and Alderman
From: Ed Hickman – Director of Public Works
CC: Christie Odenwald
Date: 12/9/2008
Re: Recommended Vendor for Streets & Roads Service Truck @ Public Works

On this date, December 5, 2008 I recommend that the Board accept the Seal Bid for Streets & Roads service truck as quoted by Alexander Ford Mercury 1550 NW Broad Street, Murfreesboro, Tn., Bid# 08-1012PW.

2009 Dodge Ram 2500, 4 wheel drive, extended cab, with Utility Box, Tow Package, and rear bumper.

Cost \$30,062.00 Fund Account Number 110-43100-900 (\$ 28,000.00) the balance of \$2062.00 will be made up in other line item savings for the year and through surplus truck sale. Delivery 90 days ARO.

Thank you for your consideration. If you have any questions regarding this matter, you may contact me at 672-0215.

BID#	08-1011PW	VIC JENKINS CHEVROLET	MID-TENN FORD	TOWN & COUNTRY FORD	ALEXANDER FORD	ALEXANDER FORD
3/4 TON TRUCK STREET/ROAD	400 E. BROADWAY	1319 FOSTER AVE	101 ANDERSON LANE	1550 NW BROAD ST	1550 NW BROAD ST	
OPENING: December 3rd, 2008	GALLATIN, TN 37066	NASHVILLE, TN 37210	MADISON, TN 37115	MURFREESBORO, TN 37129	MURFREESBORO, TN 37129	
SPECIFICATIONS:	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost
3/4 TON PICK-UP, DIESEL 6.4 OR EQUIV. ENGINE, 4X4, 8' UTILITY BED, EXT. CAB, REAR BUMPER HITCH, STROBE LIGHT LED ROOF MOUNT, WHITE, SHADED FRONT WINDOW, TINTED REAR AND SIDES	\$37,883.00	\$31,821.92	\$31,050.00	\$30,062.00 <small>DOOSE RAW 290</small>	\$30,335.00 <small>FORD</small>	
Delivery	60-100 DAYS ARO	90-120 DAYS ARO	90-120 DAYS ARO	90 DAYS ARO	90 DAYS ARO	
Totals	\$37,883.00	\$31,821.92	\$31,050.00	\$30,062.00	\$30,335.00	

GOLDEN CIRCLE FORD

1432 HWY 45 BYPASS

JACKSON, TN 38305

Unit Cost

Unit Cost

Unit Cost

\$32,109.00

90-120 DAYS ARO

\$32,109.00



City of White House Memorandum

Date: December 10, 2008

To: Board of Mayor and Aldermen
Angie Carrier, City Administrator

From: Ashley Smith, Director
Parks and Recreation Department

Re: Basketball Court Replacement at Municipal Park

Included in the Capital Improvements Plan for the Parks Department this year is \$20,000 to replace the outdoor basketball court at the Municipal Park with a new concrete court surface. Sealed bids have been received and the lowest bid is from Dotson Concrete for \$16,959. This project will be funded with Park Sales Tax money. I am requesting your consideration and approval of this contract.

Thank you.

BID# 08-1009PK Pritchard Companies LLC Danny Campbell Concrete Dotson Concrete Inc.

BASKETBALL COURT REPLACEMENT P.O. BOX 1201 1132 SWAMP RD P.O. BOX 425

OPENING: December 2nd, 2008 WHITE HOUSE, TN 37188 PORTLAND, TN 37148 WHITE HOUSE, TN 37188

SPECIFICATIONS: Unit Cost Unit Cost Unit Cost Unit Cost Unit Cost

52' x 92' pad dimensions. Remove asphalt surface and dispose, install new 4" thick concrete surface, light broom finish, backfill concrete sides flush to the surface with soil and compact lightly \$17,750.00 \$17,525.00 \$16,959.00

Delivery

Totals \$17,750.00 \$17,525.00 \$16,959.00



City of White House Memorandum

Date: December 4, 2008

To: Board of Mayor and Aldermen
Angie Carrier, City Administrator

From: Ashley Smith, Director
Parks and Recreation Department

Re: Purchase of a truck for the Parks Department

Included in the Capital Improvements Plan for the Parks Department this year is \$20,000 for a new truck to replace a 1993 model truck. Funding is through the Park Sales Tax Fund. A Dodge 2500 Crew Cab truck has been located on the state bid listing that will meet the needs of the department, and the price is \$19,316. Additionally, a spray-on bed liner is desired and can be arranged through the dealer for a cost of \$395. Thus, the total cost is \$19,711. I am requesting your consideration and approval of this purchase.

Thank you.

Memo

TO: Board of Mayor and Alderman
Angie Carrier, City Administrator

FROM: Bill K. Crusenberry, Director of Wastewater

DATE: January 7, 2008

SUBJECT: Supervisory Control and Data Acquisition

The proposals were evaluated and scored by myself, Ben Simerl and Ron Bailey and based on the scoring, we recommend the selection of Kazimier & Associates – Mission Communications proposal for the SCADA improvements to our sewer collection system.

The high points of their proposal, which differentiated themselves from their competition, include:

1. Ability for future expansion (addition of control and collection of additional data point) using the proposed equipment.
2. Good web site design, with quick data uploads from our demo site.
3. Good responsiveness on the demonstration equipment installed at North Palmers.
4. The cost differential between Mission and High Tide was mitigated by missing information and incomplete pricing by High Tide, which narrowed the cost difference between the proposal and the equipment offered by Kazimier-Mission in the proposal has more capability (including the ability to control equipment and modify alarm setpoints) and can be more easily expanded in the future, should the need arise.

I would be happy to answer any questions you may have regarding this request.

Thank you

BID# 08-1010WW

Kazmier & Associates

High Tide Technologies

SCADA SYSTEMS

210 S. Cherry St.
 Lenoir City, TN 37771

P.O. Box 100189
 Nashville, TN 37224

OPENING: December 19, 2008

SPECIFICATIONS:

Unit Cost

BIDS FOR SCADA SYSTEM
 IMPROVEMENTS. RFP PROVIDED BY
 MCGILL AND ASSOCIATES.

\$62,960.00 Plus \$51.95 per month
 per site

\$51,100.00 plus \$25.00 per
 month per site

Delivery

1335.00 PER POLE AND FIXTURE

Totals

January 6, 2009

SCADA System Proposals Evaluation Summary

Evaluation Criteria	Total Points	Kazimier & Associates	High Tide Technologies, LLC
Total Project Fee (40%)	40	30	38
System Design (25%)	25	24	19
Ability to Provide Timely Support and Service (20%)	20	19	15
References (10%)	10	10	4
Ease and Flexibility of Expansion (5%)	5	5	2
Total Score	100	88	78

Bill K. Crusenberry
Wastewater Director
City of White House

SCADA System Proposals Evaluation Summary

Evaluation Criteria

Total Project Fee (40%)
 System Design (25%)
 Ability to Provide Timely Support and Service (20%)
 References (10%)
 Ease and Flexibility of Expansion (5%)

	<u>Kazimier & Associates - Mission Communications</u>	<u>High Tide Technologies, LLC</u>
Total Points		
	30	35
	23	18
	18	10
	10	8
	5	2
Total Score	100	73



Engineering · Planning · Finance
 248 Bruce Street
 Sevierville, Tennessee 37862

Based on the information provided by the two companies submitting on the SCADA RFP and other information gathered in reference to the type of work requested and required, I respectfully submit my evaluation of the two proposals.

	<u>Kazmier</u>	<u>High Tide</u>
Total Fee Project (40%) -	30	35
Evaluation of System Design (25%) -	23	15
Service & Support (20%) -	18	5
References (10%) -	9	3
Ease & Flexibility of Expansion (5%) -	<u>4</u>	<u>1</u>
TOTALS:	84	59

My recommendation would be to go with Kazmier. Although they have a higher base price (\$62,960 vs. \$51,120) when comparing all items equally, Kazmier provided better system design, functionality, proven level of service, references, and adaptability.

Ron W. Bailey, PE
 City Engineer
 City of White House
 672-4350 ext.2113

MEMO

TO: Board of Mayor and Alderman
FROM: Ron Bailey, City Engineer
DATE: January 15, 2009
SUBJECT: Street Acceptance

The Engineering Department has conducted a formal inspection of the roadway and drainage improvements associated with:

Greystone Subdivision – Phase 2

All roadway and drainage improvements in this phase are installed and in an acceptable condition. Any off-site roadway and drainage improvement requirements associated with this phase are also installed and in an acceptable condition. The Engineering Department recommends acceptance of the subdivision phase listed above with the following conditions:

1. Provide a **Maintenance Bond** for one year in the amount of **\$ 27,300**.
2. Correct all issues before the Maintenance Bond expires.

Street Name: **Fieldstone Drive**

Beginning at: Phase 1
Ending at: Phase 3

<u>Length (ft)</u>	<u>Width (ft)</u>	<u>ROW width (ft)</u>	<u>Curb (lf)</u>	<u>Sidewalk (lf)</u>
607	20	40	1214	607

Costs:	<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Cost</u>
Land	Acre	4.8	10,000	\$ 48,000
Roadbed:				
Subgrade	SY			\$ -
Stone Base	Ton			\$ -
Binder	Ton			\$ 28,600
Surface:				
Tack Coat	Gallon			\$ -
Final Overlay	Ton			\$ 12,100
Storm Drainage	LS	1	-	\$ 17,600
Sidewalks	LF	607	10	\$ 6,070
Curb or curb and gutter	LF	1214	2	\$ 2,430
Signals	LS	1	-	\$ -
Signage / Pavement Markings	LS	1	-	\$ -

Fieldstone Cost: \$ 114,800

MEMO

Street Name: **Bedrock Drive**

Beginning at: Phase 1

Ending at: Phase 3

<u>Length (ft)</u>	<u>Width (ft)</u>	<u>ROW width (ft)</u>	<u>Curb (lf)</u>	<u>Sidewalk (lf)</u>
636	20	40	1272	636

Costs:	<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Cost</u>
Land	Acre	4.8	10,000	\$ 48,000
Roadbed:				
Subgrade	SY			\$ -
Stone Base	Ton			\$ -
Binder	Ton			\$ 29,700
Surface:				
Tack Coat	Gallon			\$ -
Final Overlay	Ton			\$ 13,200
Storm Drainage	LS	1	-	\$ 18,700
Sidewalks	LF	636	10	\$ 6,360
Curb or curb and gutter	LF	1272	2	\$ 2,540
Signals	LS	1	-	\$ -
Signage / Pavement Markings	LS	1	-	\$ -

Bedrock Cost: \$ 118,500

Street Name: **Cobblestone Court**

Beginning at: Bedrock Drive

Ending at: cul-de-sac

<u>Length (ft)</u>	<u>Width (ft)</u>	<u>ROW width (ft)</u>	<u>Curb (lf)</u>	<u>Sidewalk (lf)</u>
462	20	40	1042	390

Costs:	<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Cost</u>
Land	Acre	3.2	10,000	\$ 32,000
Roadbed:				
Subgrade	SY			\$ -
Stone Base	Ton			\$ -
Binder	Ton			\$ 22,000
Surface:				
Tack Coat	Gallon			\$ -
Final Overlay	Ton			\$ 9,900
Storm Drainage	LS	1	-	\$ 13,200

MEMO

Sidewalks	LF	390	10	\$ 3,900
Curb or curb and gutter	LF	1042	2	\$ 2,100
Signals	LS	1	-	\$ -
Signage / Pavement Markings	LS	1	-	<u>\$ 1,000</u>

Cobblestone Cost: \$ 84,100

Total Cost for Greystone Phase 2: \$ 317,400

OTHER INFORMATION . . .

Budget Calendar for FY 2009-2010 Annual Budget

<u>Milestone</u>	<u>Date</u>
CIP template distributed to Dept Heads by City Recorder	January 23 rd
Department Head Budget Retreat	January 30 th
Capital Improvements Submissions due	February 6 th
Departmental Worksheets prepared by Finance and distributed to Directors New Position requests due to City Administrator from Department Heads	February 13 th
Initial revenue projections due to Administrator from Finance FY08-09 projected expenditures due to Finance from Directors List of projects not in CIP due to Administrator from Dept Heads	February 27 th
Department Head meeting to discuss summary and cost of any projects not included in CIP	March 4 th -6 th
Board of Mayor and Alderman Budget Retreat	March 20 th – 21 st
Finance Director redistributes worksheets to Department Heads	April 8 th
FY09-10 proposed expenditures due to Finance from Directors Salary projections including COL, and salary adjustments, Longevity Pay, Authorized Position Schedule, Authorized Position FY Comparison and Benefit Summary Chart due to Finance from HR	April 16 th
City Administrator and Finance Director Review proposed budget	April 20 th - 24 th
City Recorder distributes CIP detail templates to Dept Heads	April 24 th
Board Study Session	May 7 th
CIP detail sheets due to City Recorder from Dept Heads	May 8 th
Budget Document delivered to Board of Mayor and Aldermen	May 15 th
First Reading of Budget (Regular Board Meeting)	May 21 st
Public Hearing and Second Reading of Budget (Regular Mtg.)	June 18 th
Beginning of FY 2009-2010 Annual Budget	July 1 st

